



Town of Arlington Board of Selectmen

Meeting Agenda

May 11, 2015

6:45 PM

Selectmen's Chambers, 2nd Floor, Town Hall

1. Report to Town Meeting - Symmes Fund
Adam W. Chapdelaine, Town Manager
2. Discussion and Approval: Outside Seating and Cafe Recommendations
Carol Kowalski, Director of Planning & Community Development
3. Friends of Arlington Council on Aging
 - a) Accomplishments for 2014
 - b) For Approval: 6th Annual Friends of Arlington Council on Aging 5K Road Race, Sunday, 9/27/2015
Arthur Budnick, President, Friends of ACOA
4. Presentation: Hidden Treasures, May 16 - May 17, 2015
Roland Chaput, Freedom's Way National Heritage

CONSENT AGENDA

5. Minutes of Meetings: April 13, 2015; April 27, 2015
6. Request: 7th Annual Hardy School PTO Walkathon, May 22, 2:15 pm - 4:00pm
Melissa Jacobs, Walkathon Committee
7. Request: Contractor/Drainlayer License
Noel Danaher Construction, Woburn, MA
8. Request: Contractor/Drainlayer License
RJV Construction Corp, 21 Lincoln Street, Canton, MA
9. Request: Contractor/Drainlayer License
Ralph Surianello Inc., 49 Silver Lane, Dracut, MA
10. Vote: Sale of Wine at Farmers' Market 2015 Applicant
David W. Neilson, d/b/a Coastal Vineyards
11. Request: Annual Greek Festival, June 4, 2015-June 7, 2015
Rev. Dr. Nicholas M. Kastanas, St. Athanasius the Great, 4 Appleton Street
 - a) 4-Day Special/One Day Beer & Wine License
 - b) "One Way" designation of Appleton Place (between Mass. Ave. & Burton St.)
 - c) Acton Place - street closing

APPOINTMENTS

12. Human Rights Commission
Yawa Degboe
(term to expire 6/30/2018)

LICENSES & PERMITS

13. Approval: Draft Liquor License Suspension Decision
Douglas W. Heim, Town Counsel
a) Menotomy Beer & Wine, Inc.
80 Broadway, Mary Parent, Manager
b) Sagar Restaurant Corp., d/b/a Punjabi Tadka
444 Massachusetts Ave., Anil Kumar, Manager

TRAFFIC RULES & ORDERS / OTHER BUSINESS

14. Presentation: Recycling Center - Pilot Project
Charlotte Milan, Recycling Coordinator
15. Letter of Support - Preservation Grant - Jefferson Cutter House
Adam W. Chapdelaine, Town Manager

NEW BUSINESS

EXECUTIVE SESSION

Next Scheduled Meeting of BoS May 18, 2015




Town of Arlington, Massachusetts

Report to Town Meeting - Symmes Fund

Summary:

Adam W. Chapdelaine, Town Manager

ATTACHMENTS:

Type	Description
 Backup Material	Memorandum to Board
 Reference Material	Annual Report - Symmes Property Fund



**Town of Arlington
Office of the Town Manager**

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Members of the Board of Selectmen

From: Adam W. Chapdelaine, Town Manager

RE: Report to Town Meeting – Symmes Fund

Date: May 7, 2015

We are working to finalize a report to Town Meeting regarding the annual activity in the Symmes Urban Renewal Fund. This report will outline the fund's revenues and expenditures as well as the fund policy that was adopted by the Board earlier this year. A copy of this report will be provided to you at Monday's meeting, and then also provided to Town Meeting.

OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR
DIANE M. MAHON, VICE CHAIR
DANIEL J. DUNN
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

TO: Town Meeting

FROM: Board of Selectmen & Town Treasurer & Collector of Taxes

DATE: May 11, 2015

RE: Annual Report - Symmes Property Fund

In accordance with Section 1 of Chapter 25 of the Acts of 2006, the Town has established a special account (Symmes Property Fund) into which all proceeds generated by the sale of the former Symmes Hospital site and any other revenue, except building permit fees, including but not limited to property taxes and other fees have been deposited since the establishment of the account. Below is a full accounting of the fund beginning in FY 2012 through FY 2015. During this period, \$1,674,476.02 was collected in property taxes and \$735,670 was raised on the tax levy as a debt exclusion to offset debt service costs associated with the purchase of the site and to fund other expenses incurred relating to the development of the property.

Revenue	FY 2012	FY 2013	FY 2014	FY 2015
Property Tax Revenue	\$49,374.37	\$112,112.65	\$830,239.00	\$682,750.00
Prior Property Tax Revenue	\$0.00	\$75,821.85	\$0.00	\$0.00
General Fund Revenue/Debt Exclusion	\$307,130.00	\$278,540.00	\$150,000.00	\$0.00
Medical Office Building Revenue	\$400,000.00	\$0.00	\$0.00	\$0.00
Interest	\$69.08	\$90.15	\$6.99	\$0.00
Total Revenue	\$756,573.45	\$466,564.65	\$980,245.99	\$682,750.00
Expenses	FY 2012	FY 2013	FY 2014	FY 2015
Debt Service	\$543,000.63	\$688,350.00	\$685,675.00	\$677,750.00
Legal/Project Oversight Expenses	\$54,918.04	\$30,012.00	\$121,039.68	\$17,475.50
Total Expenses	\$597,918.67	\$718,362.00	\$806,714.68	\$695,225.50

As part of the FY 2014 annual audit, it was recommended that the Town establish a Fund Balance Policy for the Symmes Property Fund that will be in place until all debt service obligations are met in FY 2022. Any existing balance beyond what is outlined within the

Fund Balance Policy below will be returned to the General Fund at the conclusion of FY 2015. On December 3, 2014, the Board of Selectmen approved the following:

Fund Balance Policy for Symmes Property Fund

Since the Symmes site has been fully developed, the only future liabilities associated with the property are debt service costs related to the Town's purchase of the land and the potential for future legal costs resulting from the complete close out of the project. Therefore, the Town's Fund Balance Policy for the Symmes Property Fund is as follows:

The Town will maintain a balance in the Symmes Property Fund in an amount equal to the annual debt service costs associated with the purchase of the property plus a legal reserve that does not exceed \$5,000. It is noted that the funds needed to amortize the debt service come directly from the property taxes collected from the development of the Symmes site. This will be the policy through FY 2022 when the debt is retired. Below is a summary of what the fund balance for the Symmes Property Fund should be through FY 2022.

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Debt Service	\$674,675.00	\$677,875.00	\$678,337.50	\$671,250.00	\$673,225.00	\$671,950.00	\$667,450.00
Legal Reserve	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Fund Balance Not to Exceed	\$679,675.00	\$682,875.00	\$683,337.50	\$676,250.00	\$678,225.00	\$676,950.00	\$672,450.00



Town of Arlington, Massachusetts

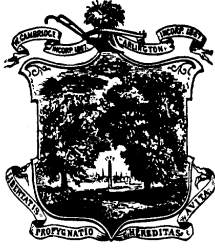
Discussion and Approval: Outside Seating and Cafe Recommendations

Summary:

Carol Kowalski, Director of Planning & Community Development

ATTACHMENTS:

Type	Description
 Reference Material	Planning Dept. Recommendations



TOWN OF ARLINGTON

MASSACHUSETTS 02476

781 - 316 – 3090

DEPARTMENT OF PLANNING and COMMUNITY DEVELOPMENT

MEMORANDUM TO: Board of Selectmen, Town Manager
FROM: Carol Kowalski, Director
DATE: May 6, 2015
RE: Recommendations on outdoor seating
Cc: Michael Byrne, Director of Inspectional Services

To aid the Board of Selectmen in considering permit applications for outdoor dining on Town-owned public spaces, in particular Broadway Plaza, I offer the following recommendations on siting, size of seating area, insurance, and term of the permit. These recommendations are intended to work with the existing sidewalk seating regulations, excerpted on the following page. This memorandum concludes with recommendations for allowing outdoor seating for the Common Ground and Madrona Tree restaurants in Broadway Plaza. These recommendations assume that applicants' outdoor seating requests do not exceed the number of seats allowed by code as determined by the Director of Inspectional Services.

Siting seating areas

“Outdoor Seating Area” includes any planters or other fixtures placed by the restaurant as part of their seasonal outdoor use of the public way. I recommend the Board request that forty-eight (48) inches of unobstructed passage way be preferred, but in no instance less than thirty-six (36) inches of unobstructed passageway be maintained on Arlington sidewalks or Broadway Plaza around outdoor seating areas to meet requirements of the Americans with Disabilities Act (ADA).

A minimum of thirty-six (36) inches of unobstructed passageway also should be maintained between both the outdoor seating areas of adjacent establishments and any physical barriers that would prevent pedestrian circulation around the seating area.

A seating area should generally be located out of the natural path of pedestrian travel for accessing storefronts. There is no ADA requirement that a straight right-of-way be maintained (it may curve).

I recommend that the Board allow outdoor seating to be positioned either close to the building façade, or with the near edge of the outdoor seating area positioned no greater than twelve (12) feet from the food service door of the establishment.

Whether the outdoor seating area may be approved adjacent to the storefront, grouped at a distance from the storefronts, or allowed in both positions, could be allowed by the Board if the Board finds the following standards are met based on a scaled plan showing dimensions:

- a) The location creates the least obstruction for pedestrian access to storefronts, crosswalks and pedestrian circulation, and
- b) the location not extend beyond the side edges of the business, however, up to 10 feet of latitude could be allowed in cases where landscaping, public facilities, utility poles or adjacent seating areas obstruct the front of the business premises, and
- c) no more than 256 square feet of the public way be cordoned off for establishments serving liquor unless the Board determines from the scaled site plan (with dimensions shown) and photos that additional square footage for outdoor seating would not leave less than 36” to the nearest barrier,

would not impede circulation, and would not preclude other allowed desirable uses for the public space. (Note for example, Town regulations prohibit street performers within 20' of outdoor dining.), and

- d) the additional seating does not violate zoning, building, or other code as determined by the Director of Inspectional Services.

Establishments serving liquor must have the seating area cordoned off, consistent with the Board's existing alcohol policy.

I also suggest that the Board consider increasing the amount of insurance coverage the applicant must carry for outdoor seating where alcohol is served from \$25,000 to \$1,000,000 naming the Town as additionally insured. I recommend the Board withhold issuance of the permit or renewal until the insurance certificate is provided.

I recommend that the Board limit the term of permits to a calendar year and require a renewal each year. This will allow for changes in business tenancy and allow flexibility for the Board and the business owner to adapt to maintain the highest standards. Annual applications for renewal is common practice in other municipalities. I urge the Board to require applicants to submit scaled drawings showing dimensions and photographs indicating the proposed location of the seating area demonstrating that the Board's standards are met. This could be done either by professionals, or by a lay-person using graph paper.

I believe these recommendations are consistent with the Town's current sidewalk café regulations:

"The location of the sidewalk café must be directly in front of the business operating the café, and may not extend beyond the side property lines. Tables, chairs, benches and food and beverage carts and equipment shall be located so that they do not impede, endanger or interfere with pedestrian traffic, with a minimum width of four (4) feet of unobstructed passage for pedestrian traffic.

In addition, no sidewalk café furniture shall be affixed, erected, installed, placed, used or maintained within five (5) feet of any marked or unmarked crosswalk or handicapped ramp.

Also, no sidewalk café furniture shall be affixed, erected, installed, placed, used or maintained within five (5) feet of any fire hydrant, fire lane, fire call box, mail box, or bus stop.

Unlicensed furniture within the public ways of the Town will be subject to removal with the cost thereof to be borne entirely by the owner. In addition, fines may be imposed by the Board of Selectmen not to exceed \$100 for removal, storage or destruction.

No fixtures or devices on which food or beverages are sold or consumed shall be attached to the sidewalk or other public area. The property owner is responsible for the restoration of the sidewalk or public-right-of-way if any damage is caused by the sidewalk café.

Lighting for sidewalk cafes is subject to approval during the permitting process. Tabletop lighting may include candles and battery-operated fixtures.

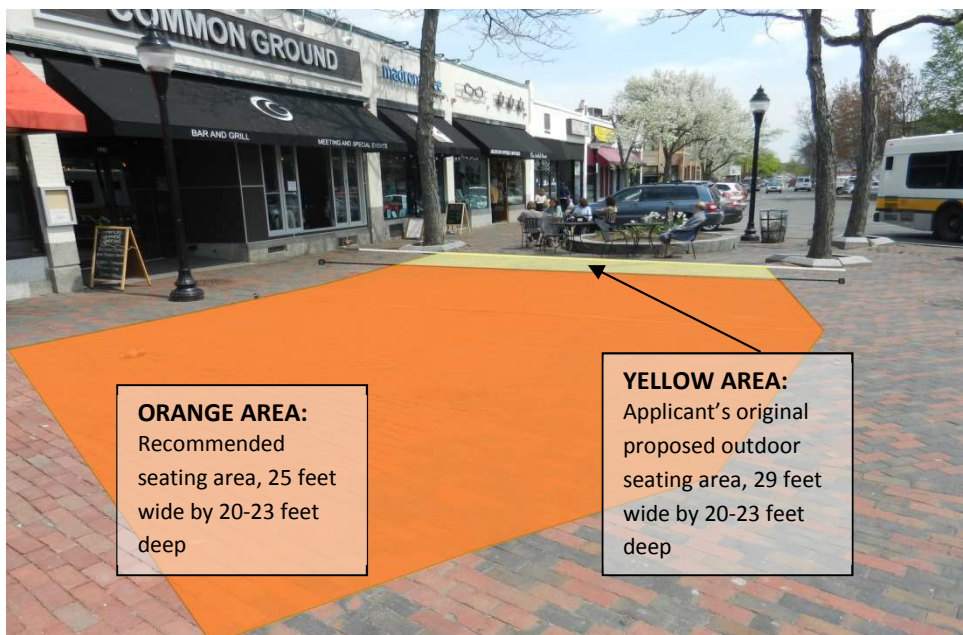
Well-designed physical barricades surrounding/framing sidewalk cafés are strongly encouraged, and are required for establishments serving alcohol. Physical barriers bordering/framing a sidewalk café may not exceed four (4) feet in height."

Common Ground, Madrona Tree

Common Ground has submitted an application, and the Department sent its Inspection Report on April 17. Madrona Tree is expected to soon submit an application. Economic Development Planner Ted Fields discussed with Madrona Tree their intended location for outdoor tables. The distance between fixtures installed in the Plaza was measured. To accommodate both restaurants, I recommend that Common Ground's outdoor seating area enclosure and planters be located not closer than 8 feet from the granite planter in front of the Madrona Tree (see photo below).



Correspondingly, I recommend that the seating area for Common Ground be allowed to extend beyond the west edge of the restaurant façade (i.e., extend in front of CVS by 8-10').



It is important to note that these recommendations are made dependent upon the Director of Inspectional Services finding that the number of additional outdoor seats does not violate codes.

I would be happy to provide further information or assistance as the Board considers outdoor seating applications.





Town of Arlington, Massachusetts

Friends of Arlington Council on Aging

Summary:

- a) Accomplishments for 2014
 - b) For Approval: 6th Annual Friends of Arlington Council on Aging 5K Road Race, Sunday, 9/27/2015
- Arthur Budnick, President, Friends of ACOA

ATTACHMENTS:

Type	Description
<input type="checkbox"/> Reference Material	Request from Arlington Council on Aging

**To: The Board of Selectmen
Town Hall, Massachusetts Avenue
Arlington, Massachusetts 02476**

Date: March 27, 2015

This is a request for approval of the Friends of the Arlington Council on Aging 6th Annual 5K Race; and notification of our support for Arlington's Council on Aging and senior citizens.

Dear Board of Selectmen:

Once again, we request your support and your permission to hold our intergenerational Running with Friends 5K Race. We would like to have the race on **Sunday, September 27, 2015,** with an official start time at 10:00 AM. We would expect the award ceremonies and festivities to end no later than 1:00 PM.

Over the years, the Annual 5K Race has grown to be a community-wide, popular, family-oriented event; and it is our continued desire and objective to improve upon it each year. As an example, in 2014, the race was USATF-certified; and it serves as a major outreach to the community, serving to bring together all ages in support of the Arlington Council on Aging.

The overall mission of the FACOA is to help financially support the programs of the Council on Aging, and to raise community-wide awareness of the needs of Arlington's senior citizens. The 5K Race helps to accomplish our goal, in part, thanks to the sponsorship and direct participation from the Town's local businesses. It is these local businesses whose generosity is so important to this end, with both in-kind and financial donations.

Recently, the Friends of the Arlington Council on Aging announced their donation of more than **\$14,000** in support of Arlington's seniors. Over **\$11,000** was donated by the Friends to help support programs for the Arlington Council on Aging for its upcoming 2015 program calendar. COA Director Susan Carp designs and implements a variety of plans to help keep our elders safe, healthy, and vibrant.* This year's donations includes funds for:

- The Tai Chi and LGBT exercise programs, as well as general wellness programs. This year the Friends have fully funded the popular "Walk the Rink" exercise program.
- Popular socialization and information programs, such as the Chinese New Year event luncheon.
- The Friends' Emergency Assistance Fund has been replenished; and a small fund for after-hours medical trips is provided to help keep our senior citizens living well and at home.

What's more, the Friends group coordinated and donated an additional **\$3,000** and more for the benefit of Arlington seniors during last year's Holiday Stocking Stuffer program. The Friends' Holiday program received donations directly from Arlington residents, as well as a generous in-kind celebration which was hosted by Arlington's BrightView Assisted Living. These donations helped to provide about 70 Santa-style stockings which were delivered to Arlington senior citizens in need.

5K Race Overview

The race start and route: The route will be the same as that of prior years. A copy of the route is attached; and the Arlington police are familiar with it. We would like to start the 5K Race in front of the Town Hall and end at the Senior Center on 27 Maple Street. The race would start at 10 AM; registration on the day of the race would start at about 9 AM.

The race flows initially along Massachusetts Avenue, and then cuts over to side streets paralleling the bike path. The return leg of the race is largely along the bike path. The police have approved and participated with details

in past years. As before, we expect to employ appropriate police detail support on the day of the race, along with numerous volunteer race spotters and helpers.

Awards location and community participation: As in the past are looking to Town Hall for the start, registration and if inclement weather the awards celebration. Weather permitting, we intend to have entertainment at the start of the race, and hold the awards celebration and entertainment at the finish. We have contacted Ms. Kraemer, the Town Event Planner, about using Town Hall. The Council on Aging, the Arlington Senior Association, and other senior supporting organizations will be invited to provide information and participate in the event.

We have continued to receive great support from volunteers and public servants across the community, especially from the Arlington Police Department and the Town Manager's office. As in the past, we will approach Town organizations (such as the Arlington Fire Auxiliary, the Department of Public Works, and Armstrong Ambulance), as well as the community at large, asking for their support and participation. This is truly a community-wide effort! We greatly appreciate the continued, enthusiastic involvement shown by our community in helping to serve the needs of Arlington's senior citizens.

Race organization will be similar to the prior years:

- North Shore Timing Co. will, again, be contacted to officially time the race and help with the organization on the day of the event.
- **We request that the Arlington Police Department please be copied** on this document regarding the route [which has not changed] for support police details for the race.
- We will be in contact with the Board of Health regarding suggested support on the day of the event.
- There are many other local businesses and organizations which have helped out in the past, and to which we will, again, reach out to upon approval of the race by the Board of Selectmen.
- We intend to use the same event insurance as we have in prior years.

We will publish race information and the Friends' website in local media and running websites. Race information will also be published in *Senior Notes* and available at the Council on Aging. **Note: We will link our website to that of others that wish to promote our race.**

Upon your approval of the 5K Race, we will place all details of this year's event on our website at www.FriendsArlingtonCOA.org

Sincerely,



Arthur Budnik - President
Friends of the Arlington Council on Aging, Inc.

Board of Directors: Arthur Budnik, Russell Gallini, Vicky Giannakas, Ken Greenly, Robert McInnes, James R Munsey, Heather Rielly, Lois Shannon.

We are a 501 (c) (3), all volunteer public charity and dedicated to helping Arlington's senior citizens. E-mail: info@FriendsArlingtonCOA.org. Website: www.FriendsArlingtonCOA.org.
Arlington Council on Aging: 781-316-3400.

* For your reference and information, below are activities the COA is engaged in.
To learn more see our website at <http://www.friendsarlingtoncoa.org/>

Things are happening!

Walk the Rink is Back! Thanks to the Friends of Arlington Council on Aging for providing full sponsorship to Walk the Rink. This program will begin Tuesday, May 5th and will run every Tuesday and Thursday from 9:30 AM-11AM until June 11th! Mark your calendars!

Senator Donnelly will welcome everyone on the first day.



Learning at the Library:

Patrons of Arlington's Robbins Library were able to learn about a variety of the programs supported by the Friends of the Arlington Council on Aging which are designed and implemented by the Council on Aging to outreach to our Senior Citizens.



Through community efforts the Friends helped 70 Arlington Seniors, who were in need, to get holiday gifts.



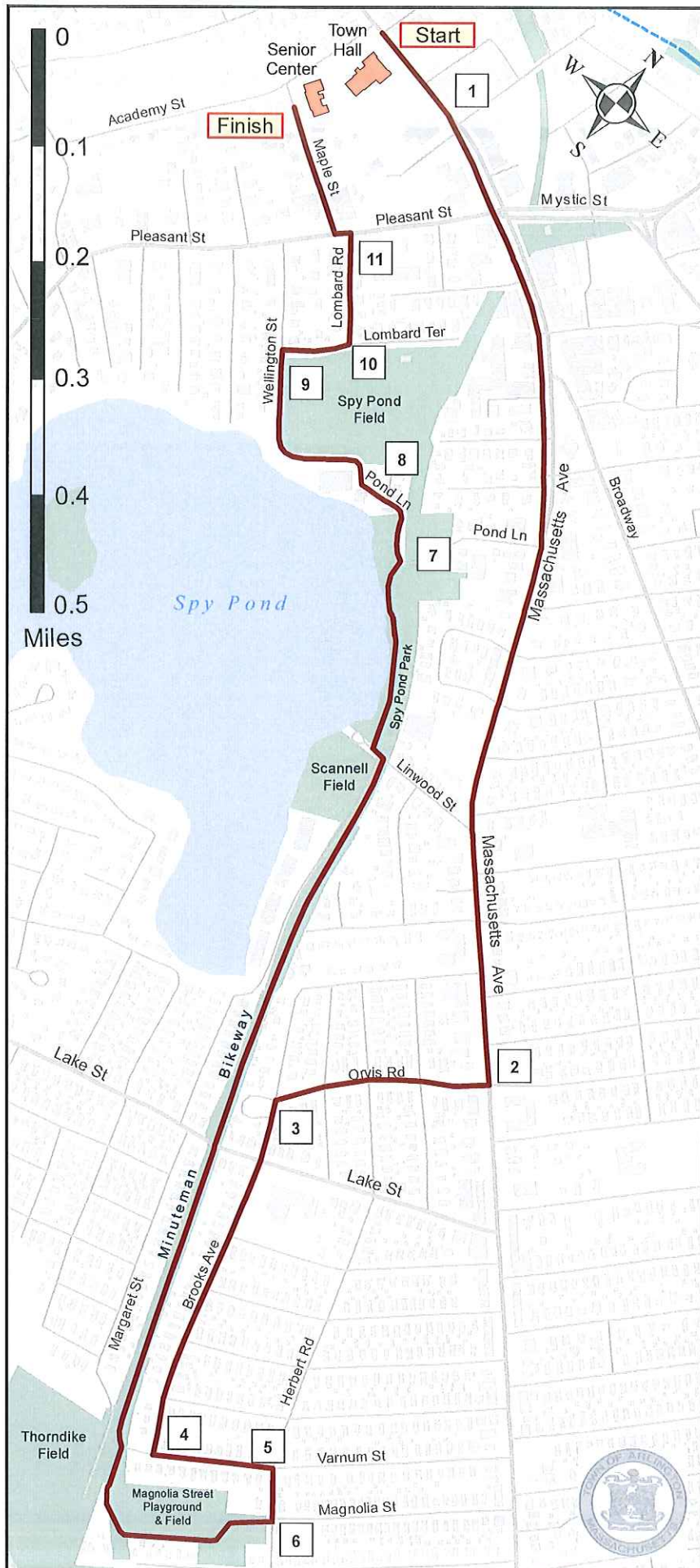
Above, the Friends of the ACOA relaxing at Brightview Assisted Living who graciously hosted the gathering.

Chinese New Year Celebration at the Senior Center. Festivities abound!




Click to expand photos:





Running with Friends 5K

Arlington Council on Aging

 Running with Friends Route

- 1 Head east on Massachusetts Ave toward Court St
- 2 Turn right at Orvis Rd
- 3 Turn left at Brooks Ave
- 4 Turn left at Varnum St
- 5 Turn right at Herbert Rd
- 6 Destination is Magnolia Park opposite Magnolia St. Return along the bike way - Enter bike way from the park
- 7 Follow bike way to Pond Ln cut off
- 8 Head northwest on Pond Ln toward Spy Pond Field
- 9 Continue on Wellington St. then turn right onto Lombard Ter.
- 10 Turn Left on to Lombard Rd.
- 11 Turn left at Pleasant St
- 12 Take the right onto Maple St to the finish line





Town of Arlington, Massachusetts

Presentation: Hidden Treasures, May 16 - May 17, 2015

Summary:

Roland Chaput, Freedom's Way National Heritage

ATTACHMENTS:

Type	Description
 Reference Material	Freedom's Way Newsletter

Hidden Treasures, May 16 & 17, 2015

Freedom's Way National Heritage Area

Polly Kienle
Consulting Project Manager
Freedom's Way National Heritage Area
94 Jackson Road, Suite 311
Devens, MA 01434
pkienle@freedomsway.org
978-772-3654 ext 303

Definition:

Each community/organization participating in "Hidden Treasures" presents a free, public program on the weekend of May 16 & 17, 2015 (one day or both days).

Goals:

- Each participating entity will feature a "Hidden Treasure" in that community.
- The "Hidden Treasure" will be featured through a free, fun, creative program or activity targeted at family and intergenerational audiences in the Freedom's Way region.
- Residents of the Freedom's Way communities will enjoy connecting with local history from different eras in different ways.
- "Hidden Treasures" will further the mission of the Freedom's Way National Heritage Area (see right sidebar).

Benefits of Participation for Communities/Organizations:

Support for Planning, Refining, and Implementing Your Program or Activity

- Individual support – questions, feedback on planning or products
- Group support – online chat sessions, webinars, workshops, March 2015 Freedom's Way workshop on interpretation
- Opportunities to connect with other communities/organizations engaged in the same process

Publicity and Communication

- Media kit – press release template, "Hidden Treasures" and National Park Service logos, town flyer for local distribution, town poster, town lawn sign, "Hidden Treasure" brochure
- Regional publicity – press releases from Freedom's Way, media contacts, features in Freedom's Way social and print media
- Presence on Freedom's Way's new website

Access to Freedom's Way's Small Grant Program

- Up to \$250 support for materials or staff costs

Process:

- Partnership agreement with Freedom's Way for 2015 "Hidden Treasures"
- Track volunteer/staff hours (ensures NPSs support for Freedom's Way)
- Use "Hidden Treasures" publicity kit
- Meet deadlines on timeline in partnership agreement
- Create permanent record of your "Hidden Treasure" (and possibly your program/activity) in collaboration with Freedom's Way for display on Freedom's Way website

FREEDOM'S WAY NATIONAL HERITAGE AREA

Freedom's Way connects the people, places and communities of the Heritage Area through preservation, conservation and educational initiatives to protect and promote our shared resources and to encourage residents and visitors to explore our landscape, history and culture.

Freedom's Way Heritage Association

94 Jackson Road,
Suite 311 Devens,
MA 01434

www.freedomsway.org

A Talk and Slide Show

Boston Area Buildings with German Connections

Presented by Edward W. Gordon
Director of Museum Programs
The Old Schwamb Mill

The program will be offered twice this weekend.
Saturday, May 16 and Sunday, May 17
2 to 3 pm

Old Schwamb Mill, 17 Mill Lane
Arlington, Massachusetts

As part of "Hidden Treasures Weekend," an exciting regional celebration by Freedom's Way National Heritage Area (affiliated with the National Park Service), this talk will focus on churches, residences, clubs, and other buildings created by German immigrants during the 19th century in Boston and Arlington. Free, with donations welcome. Information: www.freedomsway.org or www.oldschwambmill.org.

Image: The Old Schwamb Mill, watercolor by John S. Coles, 2004.







Town of Arlington, Massachusetts

Minutes of Meetings: April 13, 2015; April 27, 2015

ATTACHMENTS:

Type	Description
 Reference Material	4/13/15 Draft Minutes
 Reference Material	4/27/15 Draft Minutes

OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR
DIANE M. MAHON, VICE CHAIR
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TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

Meeting Minutes
Monday, April 13, 2015
7:15 p.m.

Present: Mr. Greeley, Chair, Mrs. Mahon, Vice Chair, Mr. Dunn, Mr. Byrne and Mr. Curro.
Also Present: Mr. Chapdelaine, Mr. Heim and Mrs. Sullivan.

CONSENT AGENDA

1. Minutes of Meeting: March 23, 2015
Mrs. Mahon moved approval. SO VOTED (5-0)
2. Appointments of New Election workers: (1) Robert Blouin, 54 Medford Street, U, Pct. 10; (2) Wu Chong, 54 Medford Street, R, Pct. 10; (3) Judith Hyland, 54 Webcowet Road, U, Pct. 9; (4) William Stalcap, 18 Hamilton Road, U, Pct. 11
3. Request: Permit for Memorial Day Parade, Monday, May 25, 2015
Mr. Chunglo requested that the parade start at 9:30 a.m. on Massachusetts Avenue to Monument Park with a ceremony at the park then a procession on Medford Street to Mount Pleasant Cemetery for services at the Veterans' lots.
Jeffrey A. Chunglo, Director of Veteran's Services
4. Request: One Day Beer & Wine License, 5/27/15 @ Regent Theatre for 6th Annual Ciclismo Classico Bike Travel Film Festival
5. Request: One Day All Alcohol License, 5/9/15 @ Robbins Memorial Town Hall for the Waldorf School of Lexington Spring Benefit/Auction
Mr. Byrne moved approval of consent agenda items #2 - #5. SO VOTED (5-0)

APPOINTMENTS

6. Conservation Commission
Michael Nonni
(term to expire 1/31/2017)

Mr. Dunn thanked Mr. Nonni and stated he was a great candidate for the committee.
Mr. Curro moved approval. SO VOTED (5-0)

7. Tree Committee
Becky Edmondson
(term to expire 4/2018)
Ms. Edmondson stated she has lived in Arlington for 19 years and loves the natural world. The Selectmen thanked her for her willingness to be on the committee.
Mr. Byrne moved approval. SO VOTED (5-0)
8. Request: Food Vendor License
Sweet Haven, 460 Massachusetts Avenue, Djamel Ouadani
Mr. Byrne wished Mr. Ouadani good luck and stated that new stores are always welcome to the Town.
Mrs. Mahon moved approval. SO VOTED (5-0)
9. Discussion: Special (One Day) Liquor License
Kevin F. Greeley, Chair
Mrs. Mahon moved to table. SO VOTED (5-0)
10. Approval: Draft Liquor License Suspension Decision
Douglas W. Heim, Town Counsel
Mr. Curro moved to approve the decision as written but require the prescribed decision be served by end of May. SO VOTED (5-0)

CITIZENS OPEN FORUM – SIGN IN PRIOR TO BEGINNING OF OPEN FORUM

These matters were presented for consideration of the Board.

Mr. Jamieson, Chair of the Recycling Committee, announced that there is the Calloway Photo *Recycled Beauty* exhibit in the upstairs hallway of the Town Hall. He encourages everyone to stop and view the photos and to continue recycling.

Ms. Olszewski, Chair of the Arlington Committee on Tourism & Economic Development, announced that for Patriot's Day there will be activities on Saturday and Sunday at the Jason Russell House featuring crafts for children. On Monday the Paul Revere & William Dawes Ride viewing at 12/Noon at the Town Hall offering refreshments and a trivia quiz.

TRAFFIC RULES & ORDERS / OTHER BUISNESS

11. Request to Co-Sponsor 'Taste of Arlington 2015'
Jennifer Tripp, Chamber of Commerce
Mr. David Swanson requested on behalf of the Chamber to invite the Town of Arlington to become a co-sponsor of the biannual event "Taste of Arlington-2015" scheduled for Tuesday evening, October 20th from 5:30 pm to 8:00 pm at the Town Hall. The Chamber looks forward to promoting local restaurants, caterers and bakeries and will take care of all the details at this fundraiser.
Mrs. Mahon moved approval. SO VOTED (5-0)

12. Letter to Mugar's Legal Counsel RE: Meeting Request

Adam W. Chapdelaine, Town Manager

Mr. Chapdelaine explained that the letter requested that Mugar's attorney open up a dialogue with the Board of Selectmen and the Town. It's concerning the troubling news of the Mugar property being sold to the Oaktree Development for a 40B housing proposal in East Arlington.

Mr. Byrne moved approval.

SO VOTED (5-0)

13. Comptroller Recruitment Process/Interim Staffing Strategy

Adam W. Chapdelaine, Town Manager

Mr. Greeley congratulated Ruth Lewis on her retirement and thanked her for the excellent job she did as Comptroller for the Town.

Mr. Chapdelaine proposed the following comptroller recruitment process and interim strategy to aid in the transition of the retirement of Ruth Lewis, effective May 30, 2015.

The process includes:

- 1) approval of the Human Resources recruitment and screening process
 - a. advertise position on the web and several organizations/associations and leave the position open for approximately four weeks
 - b. appoint a selection panel: lead by the Chair or his designee, Town Manager, Treasurer, School Finance Officer and Human Resource Director
 - c. two interview rounds with the panel: the first will be a shorter interview with an assessment exercise; the second will be more interviewing with two assessment exercises. If there is a choice for a finalist(s) than references will be checked and confirmation of a full board interview in open session
 - d. if the Board confirms a finalist than the chair will enter into discussions on terms of employment and the start date
 - e. Summary-if process goes smoothly tan the Board will be presented with a candidate by mid-June with a targeted start date in July

Mr. Curro moved approval.

SO VOTED (5-0)

Mr. Curro requested the job also be posted on LinkedIn.

2) approval of updated job description

After discussion by the Selectmen the following amendments were requested:

-pg. 1, 2nd paragraph, under Supervision: take out "close cooperation"

Also include language: works with the Town Manager, town and school departments, Fincom and Capital Committees

-pg. 1, 4th paragraph, under Supervisory Responsibilities: take out "up to four"

-pg. 2, 7th paragraph, "In cooperation with other departments..." keep the telecommunications technologies in although there is a future transition out of the department

-add language: for periodic reports (quarterly, annual etc.) to be given to Selectmen

-add language: for annual review by the Selectmen

A finished draft of the job description will be voted at the next meeting.

Mr. Curro moved approval with amendment.

SO VOTED (4-0-1)

Mrs. Mahon recused herself from this vote.

- 3) authorization to work with Ms. Lewis to identify options for interim accounting services to assist the Town with year-end close out and audit preparation.
Mr. Curro moved approval. SO VOTED (5-0)

14. ICMA-RC Travel Distance Notice – Town Manager

Adam W. Chapdelaine, Town Manager

Mr. Chapdelaine requested that the Selectmen approve the *Disclosure By Non-Elected Public Employee of Travel Expenses Serving A Legitimate Public Purpose As Required By 930 CMR 5.08(2)(d)1*. Mr. Chapdelaine will be serving as a member on the ICMA-RC Client Advisory Board (the Town's provider of deferred compensation plans for Town employees) providing feedback and criticism on deferred compensation products and services on behalf of Town employees.

Mr. Curro moved approval. SO VOTED (5-0)

15. Board of Selectmen Designee to Parking Implementation and Governance Committee

Steven M. Byrne, Selectmen

Mr. Chapdelaine announced that Mr. Byrne is the committee designee for the Selectmen.

Mrs. Mahon moved approval. SO VOTED (5-0)

16. Discussion and Adopt: Selectmen's Handbook, Licenses and Permits Summary, Parking Summary, Parking Policies and Regulations, Handbook Re-cap

Kevin F. Greeley, Chair

Mr. Greeley asked to table the "summary" handbook sections (Licenses & Permits and Parking) until a future meeting date.

The Selectmen agreed to the following changes/additions to the Parking Policies and Regulations:

-pg. 3, 3rd paragraph: delete "and any necessary assistant clerk staffing"

-pg. 5: change "8 per calendar year waivers" to "14..."

-pg. 5: add examples to the "Permits" listing of circumstances.

-pg. 11 or 12: add a category for "Failing to leave an unobstructed 10' lane of traffic during a snow emergency" with a greater fee than \$25.00. Mrs. Mahon will work with the Town Manager and come back with a future recommendation.

Mr. Curro moved approval of the Parking Policies and Regulations. SO VOTED (5-0)

FINAL VOTES & COMMENTS

Articles for Review

Article 14 Disposition of Real Estate/ Parcel 13-388 Cliffe Avenue Lexington

Article 15 Home Rule/Board of Assessor Changes

Article 18 Endorsement of CDBG Application

Article 45 Resolution/Town Meeting Member Removal Process

Mr. Dunn requested Town Counsel highlight that the Board of Assessors opposes

Article #15 and that the Board of Selectmen support the Board of Assessors with a no action recommendation.

Mrs. Mahon moved approval.

SO VOTED (5-0)

CORRESPONDENCE RECEIVED

Response to Request for Sidewalks on Clyde Terrace
Wayne Chouinard, Town Engineer and TAC Member
Mrs. Mahon moved receipt of correspondence.

Be Rec'd
SO VOTED (5-0)

NEW BUSINESS

Mr. Chapdelaine announced the Planning Department's **Shop Arlington** campaign to help boost shopping at local businesses between April 16 and May 19, 2015.

Mr. Chapdelaine reported that the Veteran's Services Director, Jeff Chunglo, will be part of a trial regionalization program with Winchester, which will be assessed after 6-months.

Mr. Chapdelaine stated that he will be applying for federal relief money available to towns and cities towards the January 26th-28th blizzard disaster.

Mrs. Mahon moved to adjourn at 9:00 p.m.
Next Meeting of BoS April 27, 2015

SO VOTED (5-0)

A true record: Attest

Mary Ann Sullivan
Selectmen's Office

4/13/15

Agenda Item	Documents Used
1.	3.23.15 draft minutes
2.	Master Records-new election workers
3.	Parade Request from Mr. Chunglo
4.	One Day Application- Regent Theatre
5.	One Day Application- Waldorf School Spring Benefit/Auction
6.	Memo from Town Manager Nonni Resume Meeting Notice
7.	Tree Committee Recommendation Edmondson letter of interest Meeting Notice
8.	FV Application- Sweet Haven
9.	C. Rateau e-mail ABCC Memo Regent Special/One Day Application
10.	Draft Decision Notices-underage serving D. Heim
11.	Request from Chamber of Commerce-Taste of Arlington
12.	Letter to Mugar's Legal Counsel
13.	Comptroller Recruitment Process/Interim Staffing Strategy
14.	ICMA-RC Travel Disclosure Notice
15.	-----
16.	Handbook Licenses & Permits Summary Parking Policy Summary Parking Policies & Regulations Handbook Recap
Final Votes & Comments	Draft Final Votes & Comments for Articles #14, #15, #18 and #45
Corr. Rec'vd	Response from TAC Reference from meeting of 6/9/14

OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR
DIANE M. MAHON, VICE CHAIR
DANIEL J. DUNN
JOSEPH A. CURRO, JR.
STEVEN M. BYRNE



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

Meeting Minutes
Monday, April 27, 2015
6:30 p.m.

Present: Mr. Greeley, Chair, Mrs. Mahon, Vice Chair, Mr. Dunn, Mr. Curro and Mr. Byrne
Also Present: Mr. Chapdelaine, Mr. Heim and Mrs. Krepelka

1. Vote: To approve the issuance of a \$200,000 Sewer Bond of the Town to the MWRA and to take all necessary action in connection therewith.
Stephen J. Gilligan, Town Treasurer

The Board voted to authorize the issuance of \$200,000 for construction/reconstruction of Water Facilities as voted under Article 33 of the 2014 Annual Town Meeting. The Vote is as follows:

Voted: that the sale of the \$200,000 Sewer Bond of the Town dated May 18, 2015, to the Massachusetts Water Resources Authority (the "Authority"), as recommended by the Town Treasurer, is hereby approved and the Town Treasurer or other appropriate Town official is authorized to execute on behalf of the Town a Loan Agreement and a Financial Assistance Agreement with the Authority with respect to the bond. The bond shall be payable without interest on May 15 of the years and in the principal amounts as follows:

<u>Year</u>	<u>Installment</u>	<u>Year</u>	<u>Installment</u>
2016	\$20,000	2021	\$20,000
2017	20,000	2022	20,000
2018	20,000	2023	20,000
2019	20,000	2024	20,000
2020	20,000	2025	20,000

Further Voted: that each member of the Board of Selectmen, the Town Clerk and

the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing vote.

Mrs. Mahon moved approval.

SO VOTED (4-0)

Mr. Dunn was absent for vote.

2. Request: Public Entertainment License

Common Ground of Arlington, 319 Broadway, Bob O'Guin

Mr. Curro moved approval subject to all conditions as set forth.

SO VOTED (5-0)

FOR APPROVAL

3. Letter to Mass Housing Partnership RE: 20 Westminster Avenue

Laura Wiener, Director of Housing and Pam Hallett, Executive Director, Housing Corporation of Arlington, appeared before the Board regarding the request of the Housing Corporation for determination of Project Eligibility for 20 Westminster Avenue.

The Housing Corp. has applied for a Comprehensive Permit to redevelop 20 Westminster Avenue, a former church property, now partially vacant. A Comprehensive Permit can be used to develop affordable housing in locations where the by-right zoning would not otherwise allow the multi-unit use or proposed dimensions.

The Town supports this project to redevelop a former church property into 9 units of affordable rental housing. Ms. Wiener stated it is consistent with the Arlington Master Plan and is also in keeping with our policy to encourage development of affordable housing on existing, already developed properties, where infrastructure already exists.

Mr. Curro moved approval and Mr. Greeley will submit a letter to the Director of Lending, Massachusetts Housing Partnership, expressing the Town's concerns about the project. Overall the Board feels it is a good project and will add favorably to our inventory of affordable rental housing.

SO VOTED (5-0)

CONSENT AGENDA

4.. a. Minutes of Meeting: March 30, 2015

Mrs. Mahon moved approval.

SO VOTED (5-0)

b. For approval: United Relay Across America, May 28, 2015

Mrs. Mahon moved approval subject to the condition that Mr. Joshua Lee meet with Officer Corey P. Rateau, Traffic and Parking Unit, to discuss an alternate route through Town that would not have such a significant impact on traffic.

Mrs. Mahon moved approval.

SO VOTED (5-0)

PUBLIC HEARINGS

5. National Grid Petition/Foxmeadow Lane
Dennis Regan, Permit Representative
(all abutters notified)

National Grid has requested a Grant of Location for the installation of 44 LF +/- of 6" Plastic Gas Main as indicated on the provided Engineering Design Sketch. (Plan GP-ARL/1012813-15-11).

Mr. Curro moved approval subject to all conditions as set forth. SO VOTED (5-0)

6. National Grid Petition/Prescott Street
Dennis Regan, Permit Representative
(all abutters notified)

National Grid has requested permission to install and maintain approximately 110 feet, more or less of 4 inch gas main in Prescott Street from the existing 4 inch gas main near #5 Winslow Street, southerly to Building #4, for a new gas service.

Mr. Curro moved approval subject to all conditions as set forth. SO VOTED (5-0)

7. Comcast Petition/635 Massachusetts Avenue to #2 Water Street
Dennis Lawhorne, Project Manager, E B Rotondi & Sons
(all abutters notified)

Comcast has requested permission to construct upon, along, under or across the public way (s) of the Town to place 1-4" PVA conduit in the public way from int. of 635 Mass. Avenue in a westerly direction for a distance of 210' to the corner of Mass. Avenue and Water Street, then proceed with the 4" PVC in a northerly direction in the public way for a distance of 110' to the utility pole marked P/2 on Water Street.

Mr. Dunn moved approval subject to all conditions as set forth. SO VOTED (5-0)

LICENSES & PERMITS

8. Request: Food Vendor License
Fenway Market, 203 Broadway, Samir Shaikh

Mrs. Mahon moved to table until the May 11th meeting. SO VOTED (5-0)

9. Hearing: Report of Underage Alcohol Sales
a) Menotomy Beer & Wine, Inc.
80 Broadway, Mary Parent, Manager

After proper notice and hearing, the Board of Selectmen in its capacity as a local liquor licensing authority unanimously voted to order suspension of the above-reference license for three consecutive days beginning on the same day of the week that the violation was committed. This is the first violation that has occurred at Menotomy Beer & Wine. Ms. Parent, Manager stated that all employees are required to review and sign the alcohol service policy and training

materials.

Mr. Curro made a motion that since Menotomy Beer & Wine's only income is the sale of beer and wine that the Board should consider allowing them to serve their suspension on or before July 31, 2015.

SO VOTED (5-0)

b) Sagar Restaurant Corp., d/b/a Punjabi Tadka
444 Massachusetts Avenue, Anil Kumar, Manager

Anil Kumar, Manager, Punjabi Tadka, appeared before the Board regarding said violation. After proper notice and hearing, the Board of Selectmen in its capacity as a local liquor licensing authority unanimously voted to order suspension of the above-reference license for three consecutive days beginning on the same day of the week that the violation was committed. This is the first violation that has occurred at Punjabi Tadka. Mr. Greeley advised Mr. Kumar to come into the office and talk to Mrs. Krepelka regarding the TIPS/Safe Serve Program and also an alcohol service policy and training materials that all employees have to review and sign. The suspension does not affect the Punjabi Tadka's Common Victualler permit so the Licensee may remain open for serving food and non-alcoholic beverages on those day as long as no alcoholic beverages are exposed for sale. Said suspension should be on or before June 30, 2015. Mrs. Mahon moved approval subject to all conditions as set forth.

SO VOTED (5-0)

TRAFFIC RULES & ORDERS/OTHER BUSINESS

10. For Approval: Ice Cream Fundraiser for Dana Farber Cancer Institute, Jefferson Cutter House Lawn, May 16, 2015, 12:00 pm - 4:00 pm
Shivam Rastogi, The AHS Gives Committee and Biology Club

The Board congratulated Shivam Rastogi and his student colleagues for undertaking this endeavor. A group of proactive students and Dr. Elizabeth Scott, the AP biology teacher at Arlington High School, have committed to raising money with the Jimmy Fund for cancer research through a town-wide campaign. The event, inspired by The Jimmy Fund's annual Scooper Bowl, will consist of a day-long ice cream festival. On May 16th from 12:00 P.M. to 4:00 P.M. they hope to make this proposal a reality. Said event will take place in front of the Jefferson Cutter House, 611 Mass. Avenue.

Mrs. Mahon moved approval.

SO VOTED (5-0)

11. For Discussion: Article 33 - Arlington Human Rights Commission
Adam W. Chapdelaine, Town Manager

Mr. Chapdelaine stated he would attend the next meeting of the AHRC and begin a dialogue regarding the appropriate path forward. He stated he would like to reach a common understanding of what the current staffing needs are and then determine the best way to address those needs. Mr. Chapdelaine stated the ultimate outcome may include the formalization of the current responsibilities of existing staff and or proposed modifications to the current bylaw.

Mrs. Mahon moved receipt of recommendations.

SO VOTED (5-0)

12. For discussion: Resolution - Mugar Property

Adam W. Chapdelaine, Town Manager

Mr. Chapdelaine informed the Board of a proposed strategy to utilize the Master Plan resolution to be considered by Town Meeting as a vehicle for attaining a statement from Town Meeting regarding the long standing desire of the Town to preserve the Mugar property. Mr. Curro moved receipt of recommendations. SO VOTED (5-0)

13. For Receipt: Amended Comptroller Position Description

Adam W. Chapdelaine, Town Manager

The Board thanked Mr. Chapdelaine and the Personnel Director for creating the Comptroller's job description. Mr. Byrne stated that we have a great comptroller now and she will be missed.

Mr. Byrne moved receipt of report.

SO VOTED (4-0-1)

Mrs. Mahon abstained.

CORRESPONDENCE RECEIVED

Symmes Fund Reporting

Peter Fuller, 7 Kilsythe Road - Be Rec'd

Mr. Fuller appeared before the Board and thanked Andrew Flanagan, Deputy Town Manager and Mrs. Krepelka for responding to his request.

Response to Request for Four-Way Stop at Intersection of Oakland Avenue, Gray Street, and Cliff Street

Howard Muese, Chairman, Transportation Advisory Committee

Response to Request to Review Proposed Renovations to Spy Pond Tennis Courts

Howard Muese, Chairman, Transportation Advisory Chairman

Safety on Massachusetts Avenue

Bob Linton, 19 Churchill Avenue - Be Rec'd

Stratton School Relocation Plan

Neva Corbo-Hudak, 100 Overlook Road - Be Rec'd

Mrs. Mahon moved receipt of Correspondence Received.

SO VOTED (5-0)

NEW BUSINESS

Mrs. Mahon asked that we keep the people of Nepal in our thoughts and prayers. Her daughter-in-law's relatives are all living in the vicinity of Nepal and Kathmandu. She stated any kind of aid will be greatly appreciated.

Mr. Dunn reported the Minuteman School Building Committee met again and the regional agreement is not going forward. More details will follow.

Mr. Greeley stated Mrs. Krepelka, Mrs. Reidy and Officer Rateau met on Wednesday, April 22, 2015, regarding the One Day Alcohol License. After our discussion, we will come before the Board at the May 18th meeting asking to change the "One Day Alcohol License" to a One Day Special License.

Mrs. Mahon moved to adjourn at 7:35 p.m. and to reconvene downstairs for Town Meeting.

SO VOTED (5-0)

A true record: Attest

Marie A. Krepelka
Board of Administrator

Next meeting of the BOS May 11, 2015

4-27-15

Agenda Item	Documents Used
1.	Issuance of \$200,000 Sewer Bond of Town to the MWRA-Stephen J. Gilligan
2.	Public Entertainment License, Common Ground-Bob O'Guin
3.	Mass Housing Partnership - 20 Westminster Avenue
4.	Minutes - Meeting, March 30, 2015
5.	United Relay Across America- Joshua Lee, Tour Operations Manager
6.	National Grid Petition/Foxmeadow Lane
7.	National Grid Petition/Prescott Street
8.	Comcast Petition/635 Massachusetts Ave. to #2 Water St.
9.	Report of Underage Alcohol Sales
a)	Menotomy Beer & Wine, Inc., 80 Broadway

b)	Sager Restaurant/Punjabi Tadki, 444 Massachusetts Avenue
10.	Ice Cream Fundraiser - Shivam Rastogi, AHS Gives Committee
11.	Article 33 - Arlington Human Rights Commission, Adam Chapdelaine
12.	Resolution - Mugar Property , Adam Chapdelaine
13.	Amended Comptroller Position Description, Adam Chapdelaine



Town of Arlington, Massachusetts

Request: 7th Annual Hardy School PTO Walkathon, May 22, 2:15 pm - 4:00pm

Summary:

Melissa Jacobs, Walkathon Committee

ATTACHMENTS:

Type	Description
<input type="checkbox"/> Reference Material	Police Recommendations, Request from Hardy PTO

Arlington Police Department

Frederick Ryan
Chief of Police



Town of Arlington
MASSACHUSETTS 02474

POLICE HEADQUARTERS
112 Mystic Street
Telephone 781-316-3900

MEMORANDUM

TO: Marie Krepelka
Board Administrator

FROM: Officer Corey P. Rateau
Traffic and Parking Unit

DATE: May 7, 2015

Re: Hardy School Walkathon – May 15, 2015

Per your request, The Traffic Unit has reviewed the permit petition submitted by Melissa Jacobs for the annual Hardy School PTO Walkathon scheduled for Friday, May 15, 2015 from 2:15 PM to 4:00 PM (with a rain date of May 22, 2015). The Traffic Unit has no objections with the proposal submitted provided that Chandler Street and Herbert Road are closed except to abutters as in years past. We also ask that the "Do Not Enter" restriction on Brooks Ave and Chandler St be waived between the hours of 3:00 pm and 4:00 pm.

As in the past, Traffic Unit does suggest that the Walkathon Committee consider using Safety Officer(s) rather than parent volunteers along the Lake Street section of the course due to the large number of children expected during this normally high-volume traffic period.

CPR

Cc: Fred Ryan
Police Chief

Capt. Julie Flaherty
Support Services Commander

Lt. Paul Conroy
OIC / Traffic, Details and Licensing

Adam Chapdelaine
Town Manager

Michael Rademacher
Director of Public Works

"Proactive and Proud"

April 28, 2015

Board of Selectman
Town Hall, 2nd Floor
Arlington, MA 02476

Re: Hardy School Walkathon

Dear Board of Selectman,

The Hardy School PTO plans to hold its annual Walkathon on Friday, May 15th, 2015 with a rain date of Friday, May 22, 2015. The event will take place from 2:15- 4:00pm. As in past years, the children will walk laps around the school to raise funds for the PTO to use for enrichment activities, field trips, and other school related activities. We plan to follow the same route that we have used for the past seven years.

We will ask the Department of Public Works to block Chandler Street during the walk except for residents and emergency vehicles. We will create a barrier along the short part of Lake Street where the walkers will be contained on the sidewalk and grass. We will make sure enough adults are stationed along the route to keep the children safe.

Please let me know if you have any questions. Thank you for your assistance with this matter.

Melissa Jacobs
(781)645-6395



Town of Arlington, Massachusetts

Request: Contractor/Drainlayer License

Summary:

Noel Danaher Construction, Woburn, MA

ATTACHMENTS:

Type	Description
 Reference Material	Application, Meeting Notice



TOWN OF ARLINGTON DEPARTMENT OF PUBLIC WORKS

APPLICATION FOR TOWN OF ARLINGTON DPW CONTRACTOR LICENSE

Directions: Please complete ALL fields below and deliver the completed application to the Department of Public Works Engineering Department at 51 Grove Street for Processing and Submission to the Board of Selectmen. Please also include in your submission a \$75.00 application fee in the form of a check payable to the "Town of Arlington". Any questions regarding this application form or procedure should be directed to the Town of Arlington Engineering Department at 781-316-3386.

Scope of Work

Please indicate the scope of work you intend to perform as a DPW Approved Contractor in the Town of Arlington (check all that apply):

☐ Water ☐ Sanitary Sewer ☐ Stormwater Drainage ☐ Sewer/Drain Inspection ☒ Driveway Work ☒ Curb/Sidewalk Work

Applicant Information

Applicant/Firm Name:

NPD CONST

Select One:

☒ Corporation

☐ Partnership

☐ Proprietorship

☐ Other:

Street Address:

PO BOX 551

City/Town:

WOBURN

State:

MA

Primary Phone:

617 719 1497

E-mail:

DNDEL31@GMAIL.COM

Length of Time in Business under the same Firm Name:

6

Full Name(s) of Principal(s):

NOEL DANAHER

Primary Contact Person:

SAITE

Experience/Previous Work

Nature of Typical/Standard Work:

CONCRETE WALKS DRIVEWAYS STAIRS CURBING

Have you ever performed this type of work in Arlington:

☒ Yes

☐ No

If Yes, Please provide Location:

ARGYLE RD

Approximate Date:

AUG 2014

Total Amount of such construction this year:

Total Amount of such construction last year:

Total Amount of such construction next previous year:

Municipal References - Please Attach Written Reference Letters

Municipality:

WINCHESTER

Primary Contact Name:

PAUL GANGE

Email:

Municipality:

Primary Contact Name:

Email:

Municipality:

Primary Contact Name:

Email:

Banking/Financial References - Please Attach Written Reference Letters if Available

Bank Reference:

T D BANK

Phone:

781 376 0100

Federal Tax ID or Social Security

Note to Town Staff: Redact Social Security # before releasing document

Your social security number or federal identification number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licenses who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A.

Signature/Endorsement

By signing below, I certify that under the penalties of perjury that to the best of my knowledge and belief all information on this application is true and correct. I also certify by signature below that I/we have filed all state tax returns and paid all state taxes as required by law. I also hereby agree to conform in all respects to the conditions governing such license as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen and/or Department of Public Works may establish.

Applicant Signature:

Noel Danaher

Date:

4/23/15

Reset Form

Print Form

OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR
DIANE M. MAHON, VICE CHAIR
DANIEL J. DUNN
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

April 29, 2015

Noel Danaher
NPD Construction
P.O. Box 551
Woburn, MA 01801

Dear Mr. Danaher:

The Board of Selectmen will be discussing your request for a License to do Drainlaying in the Town of Arlington on Monday, May 11th in the Selectmen's Chambers, Town Hall, 2nd Floor. The meeting begins at 7:00 p.m. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Request: Contractor/Drainlayer License

Summary:

RJV Construction Corp, 21 Lincoln Street, Canton, MA

ATTACHMENTS:

Type	Description
 Reference Material	Application, Meeting Notice



TOWN OF ARLINGTON DEPARTMENT OF PUBLIC WORKS

APPLICATION FOR TOWN OF ARLINGTON DPW CONTRACTOR LICENSE

Directions: Please complete ALL fields below and deliver the completed application to the Department of Public Works Engineering Department at 51 Grove Street for Processing and Submission to the Board of Selectmen. Please also include in your submission a \$75.00 application fee in the form of a check payable to the "Town of Arlington". Any questions regarding this application form or procedure should be directed to the Town of Arlington Engineering Department at 781-316-3386.

Scope of Work

Please indicate the scope of work you intend to perform as a DPW Approved Contractor in the Town of Arlington (check all that apply):

☒ Water ☒ Sanitary Sewer ☒ Stormwater Drainage ☒ Sewer/Drain Inspection ☒ Driveway Work ☒ Curb/Sidewalk Work

Applicant Information

Applicant/Firm Name: RJV Construction Corp.

Select One: ☒ Corporation ☐ Partnership ☐ Proprietorship ☐ Other: _____

Street Address: 21 Lincoln Street City/Town: Canton State: MA

Primary Phone: (781) 821-1479 E-mail: qp@rjvconstruction.com

Length of Time in Business under the same Firm Name: 24 Years

Full Name(s) of Principal(s): Joseph A. Pacella, Querino Pacella, Victor Q. Pacella, Ronald W. Pacella Jr.

Primary Contact Person: Querino Pacella

Experience/Previous Work

Nature of Typical/Standard Work: Utility Contractor

Have you ever performed this type of work in Arlington: ☒ Yes ☐ No

If Yes, Please provide Location: Various Streets In Arlington Approximate Date: 2003-2005

Total Amount of such construction this year: 7,000,000

Total Amount of such construction last year: \$0.00

Total Amount of such construction next previous year: 3,000,000

Municipal References - Please Attach Written Reference Letters

Municipality: Boston Water & Sewer Commission

Primary Contact Name: Irene McSweeney Email: mcsweeneyif@bwsc.org

Municipality: Massachusetts Water Resources Authority

Primary Contact Name: Cori Barrett Email: Cori.Barrett@mwra.com

Municipality: Lowell Regional Wastewater Utility

Primary Contact Name: Mark Young Email: MYoung@lowellma.gov

Banking/Financial References - Please Attach Written Reference Letters if Available

Bank Reference: Erik McHugh Phone: 781-767-1888

Federal Tax ID or Social S

Note to Town Staff: ~~Reveal Social Security # before releasing document~~

Your social security number or federal identification number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licenses who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A.

Signature/Endorsement

By signing below, I certify that under the penalties of perjury that to the best of my knowledge and belief all information on this application is true and correct. I also certify by signature below that I/we have filed all state tax returns and paid all state taxes as required by law. I also hereby agree to conform in all respects to the conditions governing such license as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen and/or Department of Public Works may establish.

Applicant Signature: _____

Date: 03/04/15

Reset Form

Print Form

OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR
DIANE M. MAHON, VICE CHAIR
DANIEL J. DUNN
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

April 29, 2015

Querino Pacella
RJV Construction Corp.
21 Lincoln Street
Canton, MA 02021

Dear Mr. Pacella:

The Board of Selectmen will be discussing your request for a License to do Drainlaying in the Town of Arlington on Monday, May 11th in the Selectmen's Chambers, Town Hall, 2nd Floor. The meeting begins at 7:00 p.m. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Request: Contractor/Drainlayer License

Summary:

Ralph Surianello Inc., 49 Silver Lane, Dracut, MA

ATTACHMENTS:

Type	Description
 Reference Material	Application, Meeting Notice



TOWN OF ARLINGTON DEPARTMENT OF PUBLIC WORKS

APPLICATION FOR TOWN OF ARLINGTON DPW CONTRACTOR LICENSE

Directions: Please complete ALL fields below and deliver the completed application to the Department of Public Works Engineering Department at 51 Grove Street for Processing and Submission to the Board of Selectmen. Please also include in your submission a \$75.00 application fee in the form of a check payable to the "Town of Arlington". Any questions regarding this application form or procedure should be directed to the Town of Arlington Engineering Department at 781-316-3386.

Scope of Work

Please indicate the scope of work you intend to perform as a DPW Approved Contractor in the Town of Arlington (check all that apply):

☒ Water ☒ Sanitary Sewer ☐ Stormwater Drainage ☐ Sewer/Drain Inspection ☒ Driveway Work ☐ Curb/Sidewalk Work

Applicant Information

Applicant/Firm Name: Ralph Surianello Inc.

Select One: ☒ Corporation ☐ Partnership ☐ Proprietorship ☐ Other: _____

Street Address: 49 Silva Lane City/Town: Dracut State: MA

Primary Phone: 978-458-9117 E-mail: clare@ralphsinc.com

Length of Time in Business under the same Firm Name: 53 years

Full Name(s) of Principal(s): Joseph Surianello, President

Primary Contact Person: Joseph

Experience/Previous Work

Nature of Typical/Standard Work: Excavation, water, sewer

Have you ever performed this type of work in Arlington: ☐ Yes ☒ No

If Yes, Please provide Location: _____ Approximate Date: _____

Total Amount of such construction this year: _____

Total Amount of such construction last year: _____

Total Amount of such construction next previous year: _____

Municipal References - Please Attach Written Reference Letters

Municipality: City of Woburn
Primary Contact Name: Brett Consalves Email: bconsalves@cityofwoburn.com

Municipality: Town of Stoneham
Primary Contact Name: Robert Radigan Email: RRadigan@stoneham-ma.gov

Municipality: Town of Dracut
Primary Contact Name: Dennis Penrose Email: dpenrose@dracutma.gov

Banking/Financial References - Please Attach Written Reference Letters if Available

Bank Reference: Enterprise Bank Phone: 978-656-5665

Federal Tax ID #: _____

Note to Town Staff: Redact Social Security # before releasing document

Your social security number or federal identification number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licenses who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A.

Signature/Endorsement

By signing below, I certify that under the penalties of perjury that to the best of my knowledge and belief all information on this application is true and correct. I also certify by signature below that I/we have filed all state tax returns and paid all state taxes as required by law. I also hereby agree to conform in all respects to the conditions governing such license as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen and/or Department of Public Works may establish.

Applicant Signature: _____

Date: 4/13/15

Reset Form

Print Form

OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR
DIANE M. MAHON, VICE CHAIR
DANIEL J. DUNN
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

April 29, 2015

Joseph Surianello
Ralph Surianello Inc.
49 Silva Lane
Dracut, MA 01826

Dear Mr. Surianello:

The Board of Selectmen will be discussing your request for a License to do Drainlaying in the Town of Arlington on Monday, May 11th in the Selectmen's Chambers, Town Hall, 2nd Floor. The meeting begins at 7:00 p.m. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Vote: Sale of Wine at Farmers' Market 2015 Applicant

Summary:

David W. Neilson, d/b/a Coastal Vineyards

ATTACHMENTS:

Type	Description
 Reference Material	Farmer's Market

**FARMER'S MARKET
(CH.138, §15F)**

YEAR 20

15

1. Licensee Information:

ABCC License Number:
(If Existing Licensee)

FW-63

Name of Applicant: David W. Neilson

Mailing Address: 61 Pardon Hill Road

Manager of Record: David W. Neilson

Business Name (d/b/a if different): Coastal Vineyards

City/Town: South Dartmouth State MA Zip 02748

Phone Number of Premises: 774-202-4876

Other Phone: 508-642-3866

Email: dneilson@coastal-vineyards.com

Website: www.coastal-vineyards.com

Contact Person concerning this application (attorney if applicable):

Name:

City/Town:

State

Zip

Address:

Email:

Contact Number:

Fax Number:

2. Event Information:

A. Farmer's Market licenses are only permitted at events that the Department of Agriculture has certified as Agricultural Events.

Please attach document from Department of Agricultural Resources certifying that this is an agricultural event.

Date(s) of Event:

June 10 - October 28 from 2 pm - 6:30 pm

B. Contact person for applicant during event:

Name: David Neilson

Phone number of contact:

508-642-3866

C. Description of the premises within the Farmer's Market:

Address of Premises for the Sale of Wine: Fussell Commons Municipal Parkeing Lot at Mystic Street / Winslow Street

City/Town: Arlington State MA Zip 02474 Phone Number of Premises: 781-858-8629

Describe Area to be Licensed:

Arlington Farmers' Market

**FARMER'S MARKET
(CH.138, §15F)**

3. Existing License(s) to Manufacture, Export and Sell at Retail:

List the license(s) you hold which authorize the manufacture, exportation and retail sale of wine to consumers: (Attach a copy of each license)

Name	License Type	License Address
David W. Neilson	FW - 63	61 Pardon Hill Road, South Dartmouth, Ma 02748

4. Are you providing, without charge, samples of wine to prospective customers?

Yes ☒ No ☐

Section 15F specifically requires that "all samples of wine shall be served by an agent, representative or solicitor of the licensee."

A. If yes, please provide names and addresses of all agents, representatives and solicitors:

Name	Address	ABCC License Number
David Neilson	61 Pardon Hill Road, South Dartmouth, MA	FW - 63

B. Proof of Age for Sale to Consumers:

Please identify all methods by which you will obtain proof of age before providing samples or making any sales of wine to consumers :

Ma Drivers License
Military ID

5. Transportation and Delivery:

Please identify in detail all persons or businesses that are licensed under M.G.L. c. 138, §22 that will be making any delivery of wine on your behalf to the Farmer's Market in Massachusetts.

David Neilson

**APPLICATION FOR LICENSE BY A FARMER WINERY TO SELL AT A
FARMER'S MARKET
(CH.138, §15F)**

6. Safety and Tax Registration:

Has the Farmer's Market registered with the Food and Drug Administration? Yes ☐ No ☒ Registration Date:

7. Disclosure of License Disciplinary Action:

Have any of the your licenses to sell alcoholic beverages ever been suspended, revoked or cancelled?

Yes ☐ No ☒

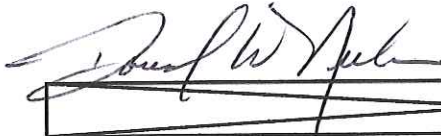
If yes, list said interest below:

Date	License	Reason why license was Suspended, Revoked or Cancelled

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that, I have filed all state tax returns and paid all state taxes required under law. I further understand that each representation in this application is material to the determination of the application and state under penalty of perjury that all statements and representations therein are true.

Note: The LLA may require additional information.

Signature



Title

OWNER

Date

4/13/15

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



CHARLES D. BAKER
Governor

KARYN E. POLITO
Lt. Governor

MATTHEW A. BEATON
Secretary

JOHN LEBEAUX
Commissioner

April 9, 2015

Coastal Vineyards
David Neilson
61 Pardon Hill Rd.
South Dartmouth, MA 02748

Re: Certification of Agricultural Event Pursuant to M.G.L. c. 138, Section 15F

Dear Mr. Neilson:

Please be advised that your application for certification of the Arlington Farmers' Market, on Wednesdays from June 10th 2015 to October 28th 2015, from 2:00 pm to 6:30 pm as an agricultural event pursuant to M.G.L. c. 138, Section 15F has been approved.

Please remember that, upon certification of an agricultural event by MDAR, the farm-winery must submit a copy of the approved application to the local licensing authority along with the application for obtaining a special license from the city or town in which the event will be held. Upon issuance of a special license, the winery should confirm that a copy of the special license was sent by the local licensing authority to the Alcoholic Beverages Control Commission (ABCC) at least seven (7) days prior to the event.

Sincerely,

A handwritten signature in black ink, appearing to read "John Lebeaux", written over a horizontal line.

John Lebeaux, Commissioner

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



Application for Certification of an Agricultural Event for the Sale of Wine Pursuant to M.G.L. c. 133, Section 15F

*To be completed by the licensed farm-winery and returned to:

By Mail: Agricultural Event Certification Program, 251 Causeway Street, Suite 500, Boston, MA 02114

By Email: aggrace.Davidson@state.ma.us with the subject line "Agricultural Event Certification"

(A separate application must be completed for each event)

In order for your application to be considered complete, you must include the following documents. Incomplete applications will not be accepted.

- ☐ Signed and dated application with farm-winery license number
- ☐ List of vendors with brief descriptions of products for current year/season
- ☐ Event operational guidelines or rules for current year/season
- ☐ Resume of event manager or description of experience
- ☐ Plan depicting the premises and specific location where the license will be exercised. See Template 1.
- ☐ Approval letter from event management including the name of the licensed farm-winery and the day(s), month and year of event. See Template 2.

1. Applicant Information

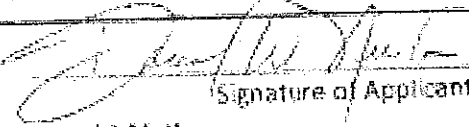
Name of Licensed Farm-Winery	Coastal Vineyards		
Farm-Winery License Number	FW - 63	State of Issue	MA
Contact Person	David Neilson		
Address	61 Pardon Hill Road		
City	South Dartmouth	State	MA Zip 02748
Phone Number	508-642-3886	Email	Dneilson@coastal-vineyards.com
Correspondence preference	<input type="checkbox"/> Regular Mail	<input checked="" type="checkbox"/> Email	
<i>Note: Approved/Revised letters will be sent regular mail.</i>			
Do you intend to sell, sample, or both? Check all that apply.			
<input checked="" type="checkbox"/> Sell		<input checked="" type="checkbox"/> Sample	

2. Event Information

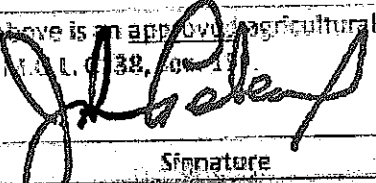
Name of Agricultural Event	Arlington Farmers Market CPD 4/2/2015		
Type of Event	<input type="checkbox"/> Agricultural Fair (as defined by MDAR policy)	<input checked="" type="checkbox"/> Farmers Market (as defined by MDAR policy)	<input type="checkbox"/> Other Agricultural Event
If you selected "Other Agricultural Event", how does this event promote local agriculture? Arlington Farmers Market			
Event Address	Fussell Commons Municipal Parking Lot at Mystic St / Winslow Street		
City	Arlington	State	MA Zip 02474
Event Phone Number	781-858-8629	Event Website	farmersmarketarlington.org

5. General

Attach or provide in the space below a plan depicting the premises and the specific location where the license will be exercised. See template for necessary elements to include.
attached

 Signature of Applicant	<u>3/30/15</u> Date
David Neilson Name (please print)	Owner
FW - 63 Farm-Winery License Number	MA Title (please print)
	State

FOR DEPARTMENT USE ONLY

APPROVAL	
The event listed above is an approved agricultural event by the Massachusetts Department of Agricultural Resources under M.G.L. c. 132, § 11.	
 Signature	<u>4/9/2015</u> Date

DENIAL	
The event listed above is <u>not approved</u> as an agricultural event by the Massachusetts Department of Agricultural Resources for the following reason(s):	
Signature	Date



Town of Arlington, Massachusetts

Request: Annual Greek Festival, June 4, 2015-June 7, 2015

Summary:

Rev. Dr. Nicholas M. Kastanas, St. Athanasius the Great, 4 Appleton Street

a) 4-Day Special/One Day Beer & Wine License

b) "One Way" designation of Appleton Place (between Mass. Ave. & Burton St.)

c) Acton Place - street closing

ATTACHMENTS:

Type	Description
<input type="checkbox"/> Reference Material	Festival Request from Rev. Nicholas Kastanas



Metropolis of Boston

SAINT ATHANASIUS THE GREAT GREEK ORTHODOX CHURCH

4 Appleton Street, Arlington, MA 02476



April 29, 2015

Dear Selectmen:

Our annual Greek Festival will be celebrated this year on Thursday, Friday, Saturday, and Sunday, June 4, 5, 6 & 7, 2015, on our campus, at 4 Appleton St.

Please accept our request (via this letter) for the following:

Permission to serve wine and beer at our 4-day 2015 Festival event. The wine and beer booth will be strictly monitored and supervised by our Bar Manager, Mark Ypsilantis (tip certified) and President of our Parish Council, Paul Tsitsopoulos. We've attached a completed Special License Application Packet with this request along with the \$100 fee and insurance documents covering the Town and Church.

That Appleton Place, between Massachusetts Avenue and Burton Street, be designated a "One Way Street" heading up towards Burton Street and that Acton Place, as in the past, be closed. For the last five years during our Festival, this was practice of re-directing traffic, along with the closing of Acton Place, has proven to be very successful in controlling traffic flow and alleviating congestion. In addition, we plan to have the appropriate police detail.

We are grateful for your ongoing support. We look forward to welcoming you at our Festival.

Rev. Dr. Nicholas M. Kastanas
Parish Priest/Pastor

Faithfully,

Paul Tsitsopoulos
President – Parish Council

Greek Festival 2015 Security Plan

May 4, 2015

Event Dates: June 4, 5, 6 & 7

Thursday June 4, 5pm to 9pm
Friday June 5, 11am to 10pm
Saturday June 6, 11am to 10pm
Sunday June 7, 11am to 8pm

Saint Athanasius the Great Greek Orthodox church also known as the Greek Orthodox Church of Arlington believes in providing a safe, secure and pleasant experience for all that attend our annual Greek Festival. Below is our detailed plan for this year's event.

Crowd control

Police officers will be present at all times during the event. Police details will follow the current staffing plan as in previous years.

Only one bar will be located in the main tent right after the main food line. A photo copied driver's license of all listed bar tenders and a photo copy of certification of those who are all T.I.P.S. certified will be made so that it can be presented to the board of selectmen. At least one T.I.P.S certified volunteer will be present at all times at the bar area.

Thursday – June 4 Hours of Operation from 5:00pm – 9:00pm

Festival will open with limited scope; only Gyro, Souvlaki, Wraps and Bar sections will be open. We expect significantly lighter crowds during this night.
One officer posted at the main entrance to the tent 5:00pm – 9:00pm.

One officer providing overnight coverage from 11:00pm – 7:00am to ensure all products and vendor areas are secure.

Friday – June 5 Hours of Operation from 11:00am – 10:00pm

One officer posted at the main entrance to the tent 12:00pm – 10:00pm.
One officer patrolling the tent from 3:00pm – 11:00pm
One officer patrolling the Acton Place side 1:00pm – 10:00pm
Additional detail - Rank of Sargent or higher during posted hours of operation (per A.P.D. policy 3 or more details require a shift commander)

One officer providing overnight coverage from 11:00pm – 7:00am to ensure all products and vendor areas are secure.

Saturday - June 6 Hours of Operation from 11:00am – 10:00pm

One officer posted at the main entrance to the tent 12:00pm – 11:00pm.
One officer patrolling the tent from 12:00pm – 10:00pm
One officer patrolling the Acton Place side by the children's activity area from 1:00pm -10:00pm.
Additional detail - Rank of Sargent or higher during posted hours of operation (per A.P.D. policy 3 or more details require a shift commander)

One officer providing overnight coverage from 11:00pm – 7:00am to ensure all products and vendor areas are secure.

Sunday - June 7 Hours of Operation 12:00pm – 8:00pm

One officer posted at the entrance to the tent 12:00pm – 8:00pm.

One officer patrolling the tent area in the vicinity of the bar area 12:00pm – 8:00pm.

No overnight coverage required.

Cash Handling will be handled by St. Athanasius the Great Parish Council Treasurers and board of Auditors. Random times will be selected and all deposits will be coordinated with the Arlington Police Department to ensure the proper escort is provided. Further details can be given to the Arlington Police Department once they are on site.

Dealing with unruly patrons

Any patron of the St. Athanasius the Great Greek Festival will be spoken to by a authorized manager of the event with the presence of a Arlington Police officer. Once the situation is assessed and it is determined that the person or persons are no longer welcomed at the Greek festival they will be asked to leave St. Athanasius property.

Emergency evacuations

In the event of an emergency situation or natural disaster all patrons and volunteers will be instructed to seek safe shelter in the lower level of St. Athanasius the Great Church and the lower level of 10 Acton Street (St. Athanasius School building). All St. Athanasius volunteers will be instructed by the event manager along with the board of directors to direct all patrons to safe shelter points.

Traffic/parking considerations

A request is formally made to the Arlington Board of Selectmen each year to turn Appleton place into a one way starting on Friday, May 31, 2013 – Sunday June 2, 2013. The one way will go from Massachusetts avenue towards Quincy street. Signage is provided from the Arlington DPW for all streets leading to Appleton Place. These streets include but are not limited to: Burton Street, Fresenden, Acton, Quincy, Massachusetts Avenue and Appleton Place.

Parking along the side of the church on Appleton Place from Massachusetts Avenue to the first entrance of the church parking lot will be reserved for people with state issued handicap plates. St. Athanasius the Great will provide all handicap parking signs for the areas indicated above.

The upper church parking lot and on street parking will be primarily used for this event. All abutters will receive advanced notices as in years past. Signage at the entrances to the tent will give all patrons advance notice to respect parking regulations in the neighborhood and the Town of Arlington.

Controlling access to alcohol by under aged persons.

A bar manager will be present at all times during the event. T.I.P.S. certified staff will be present at all times and will ensure proper polices and state laws are being adhered to. At any time St.

Athanasius and its bar staff reserve the right to stop the sale of alcohol to any persons who do not have a state issued license or if the bar tender (using his training skills) does not feel comfortable serving a patron. All patrons looking to purchase alcohol will be asked to provide proper state issued identification. All alcohol will be secured and only bar managers will have authority to control inventory. Persons 21 or older will only be served alcohol per Massachusetts State Law.

Only one bar will be located in the main tent right after the main food line. A photo copied driver's license of all listed bar tenders and a photo copy of certification of those who are all T.I.P.S. certified will be made so that it can be presented to the board of selectmen. At least one T.I.P.S certified volunteer will be present at all times at the bar area.

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL (ONE-DAY) LIQUOR LICENSE APPLICATION
(TO BE FILLED OUT BY EVENT REQUESTOR)

Name of Applicant: Paul Tsitsopoulos –President, Parish Council

Address, phone & e-mail contact information: 4 Appleton St. Arlington, MA: _____
cell: 781-248-9884; email: ptsitsopoulos@gmail.com _____

Name & address of Organization for which license is sought: St. Athanasius The Great
Greek Orthodox Church; 4 Appleton Street, Arlington Ma 02474

Does this Organization hold nonprofit status under the IRS Code? ☒ Yes ☐ No

Name of Responsible Manager of Organization (if different from above): _____
Mark Ypsilantis – Bar Manager (Tip Certified) _____

Address, phone & e-mail contact information: 39 Maynard St. Arlington;
Cell-781-724-6973; mypsilantis@gmail.com _____

Has the Applicant or Organization applied for and/or been granted a special liquor license this
calendar year? ☐ No ☐ If so, please give date(s) of special licenses and/or applications and title
of event(s). _____

Is this event an annual or regular event? If so, when was the last time this event was held and at what
location?

Yes, June 6, 7 & 8, 2014

24-Hour contact number for Responsible Manager on Event date: "see above"

Title of Event: Greek Festival

Date/time of Event: June 4, 5, 6, & 7 2015; Thursday 5-9pm, Friday & Saturday 11am-10pm; Sunday
11am-8pm

Location of Event: 4 Appleton Street, Arlington MA (rear parking lot)

Location/Event Coordinator: Paul Tsitsopoulos (see above info)

Method(s) of invitation/publicity for Event: Banners, Flyers, Newspaper, Radio

Number of people expected to attend: _____ estimated 10,000 over 3 days _____

Expected admission/ticket prices: _____ No admission cost _____

Expected prices for food and beverages (alcoholic and non-alcoholic): _____
_____ Beer \$6-\$7 & Wine \$7(glass); \$20-bottle (draft & bottled); Food prices range from \$6 - \$20 _____

Will persons under age 21 be on premises? _____ Yes _____

If "yes," please detail plan to prevent access of minors to alcoholic beverages. All bar patrons will be asked for government issued photo ID; Tip Certified bar attendant present at all times. _____

Have you consulted with the Department of Police Services about your security plan for the Event?
_____ Yes _____

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

_____ date _____

Printed name/title

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol "one day" licenses are available only to nonprofit organizations.)

_____ Beer & Wine _____

What types of food and non-alcoholic beverages do you plan to serve at the Event? _____
Greek Cuisine & pastries along with soft drinks & water

Who will be responsible for serving alcoholic beverages at the Event? _____ All servers are over 21 years of age and have over 10-15 years experience serving beer & wine at this event _____

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

_____ Bar Manager is Tip Certified _____

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.
_Mark Ypsilantis, Age 49 (DOB 4/22/1965); Randy Fassas, Age 51 (DOB 6/27/1962); Nick Ypsilantis, Age 57; (DOB 3/30/1958); Evan Ypsilantis, Age 55 (DOB 11/12/1959); Alexander Orphanos Age 25 (DOB 1/13/1990); Greg Orphanos, Age 55 (DOB 10/13/1958); Chris Ketcios, Age 50 (DOB 11/14/1964); Christian Makredes, Age 42 (DOB 8/26/1972); Nicholas Kriketos, Age 34 (DOB 8/5/1980).

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc) ____ AKG Distributors (Greek Beer & Wine) & ____ Anheuser Busch ____

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of? ____ any excess beer or wine will be returned to the wholesaler for a credit or disposal ____

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.) ____ see attached insurance documents ____

Please submit this completed form and filing fee to the Board of Selectmen at least 21 days before your Event. Failure to provide complete information may delay the processing of your application.

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: 

Printed name: ____ Paul Tsitsopoulos ____

Printed title & Organization name: ____ President, Parish Council - St Athanasius the Great Greek Orthodox Church

Email: ____ ptsitsopoulos@gmail.com ____

File: [Taso G..jpg](#)

Size:
83k

Content Type:
image/jpeg

File: [Festival 2015 Signed Brd Selectmen Request Ltr.pdf](#)

Size:
76k

Content Type:
application/pdf

File: [Greek Fesitval Security Plan June 4-5-6-7-2015.pdf](#)

Size:
20k

Content Type:
application/pdf

File: [SPECIAL LICENSE APPLICATION PACKET REVISED 4-24-15.pdf](#)

Size:
1753k

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application/pdf

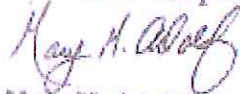
Date 5/3/2005

No. 4350408

ID Number 3122663

TASOS GEORGACOPOULOS

As a Bar Code® professional, I am trained in safe and responsible beverage alcohol service.



Mary M. Adoll, President and Chief Operating Officer
National Restaurant Association Educational Foundation



Town of Arlington, Massachusetts

Human Rights Commission

Summary:

Yawa Degboe
(term to expire 6/30/2018)

ATTACHMENTS:

Type	Description
 Reference Material	Town Manager recommendation, Degboe resume, meeting notice



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: May 6, 2015

TO: Board Members

SUBJECT: Appointment to Human Rights Commission

This memo is to request the Board's approval of my appointment of Yawa Degboe, 80 Margaret Street to the Human Rights Commission with a term expiration date of 6/30/2018.


Town Manager

YAWA DEGBOE
80 Margaret Street, Arlington, MA 02143
Tel: (857) 445-8370; yawa.degboe@gmail.com

DIGITAL MEDIA PROFESSIONAL WITH 2 YEARS OF EXPERIENCE IN VIDEO PRODUCTION AND 5 YEARS EXPERIENCE IN ONLINE MARKETING

Digital media professional with 2 years of experience producing news segments and 5 years of experience in online marketing acquiring traffic through affiliate marketing, display, video advertising, Search Engine Marketing, and Search Engine Optimization. Proven track record of growing revenue, negotiating pricing, and nurturing relationships with vendors and clients. Experienced with every aspect of campaign management from pre-launch to billing.

Experience

Video Production and Post-Production

- Outreach to Arlington organizations to produce compelling segments about local and international issues
- Coordinate team of volunteers and interns to develop programming of interest for our community
- Schedule in-studio, field, and Skype interviews with business owners and organization leaders
- Assisted in setting up audio and camera, welcoming guests, and preparing anchor's script
- Directed musical programming for Studio Knights and act as a Technical Director for Arlington Public News
- Wrote initial script for short film and recorded the behind-the-scenes movie
- Organize footage and B-rolls to edit segments using Adobe Premiere Pro
- Reach out to local organizations to promote programming on blogs and social media

Youth and Educational Background

- Coordinated school vacations youth camps in France, England, and Malta for high school students
- Set up in-class curriculum and budget educational activities for afternoon or day field trips
- Visited host families to ensure compliance with the organization's criteria and youths' wellbeing
- Reviewed applications for international exchange students and provided resources to ease cultural shock
- Pointed out students to various partners organizations with mission to provide financial and cultural support
- Assisted teachers with developing curriculum and creating positive learning environment

Online Marketing and Campaign Management

- Built up affiliate marketing campaigns for 15 major advertisers and generated \$1.9 million in revenue
- Recruited affiliates to plan display, email, and paid search campaigns and acquire new users
- Analyzed affiliates' performance and implemented actions to increase leads, sales and conversion rates
- Negotiated pricing with paid search partners, reviewed and reconciled month-end billing
- Ensured contract compliance and reviewed insertion orders to develop and execute acquisition strategies
- Acted as a liaison between clients, ad operations, and technology teams to increase campaign performance

Traffic Acquisition, Display and Ad Operations

- Designed and executed worldwide cost per click, impression, and acquisition campaigns
- Increased campaigns' ROI by 40% in Australia and 56% in Europe generating video and display revenue
- Assisted Account Managers and clients by resolving any issues related to campaign tracking
- Integrated pixel tracking to monitor campaign performance across various marketing channels
- Planned \$70,000 to \$600,000/month traffic acquisition campaigns via Search Engine Marketing
- Troubleshoot different ad creative to comply with internal policies and improve user experience
- Supported Engineers by gathering information necessary for API integration and feed processing

Analytics

- Regrouped and analyzed data provided by 3rd-parties (video, display partners and Google analytics)
- Scrutinized Google Analytics data and SEO web analytics tools to increase visits and ranking metrics

- Tested and updated landing pages to increase rankings and conversion using keywords analytics tools
- Optimized cost per click, cost per impression, and real time bidding campaigns to reduce marketing spend
- Reviewed reports on social media platforms (Twitter, Facebook) and educated upper management
- Performed social media analytics and updated social media accounts using Hootsuite

Work History

News Producer, Volunteer Arlington Community Media	Arlington, MA, April 2013 – present
Account Operations Associate Tripadvisor	Newton, MA, Dec. 2013 – April 2014
Media Analyst, Lycos	Waltham, MA, June 2011 – Dec. 2013
Search Engine Optimization Intern WordStream	Boston, MA, Dec. 2010 – May 2011
Assistant Teacher French Cultural Center	Boston, MA, Oct. 2010 – Mar. 2011
Affiliate Account Manager-Online Gaming NetAffiliation	Paris, France, Oct. 2008 – July 2010
Marketing and Outreach Intern W.A.G.E.S	Lomé, Togo, June 2006- August 2006
Administrative Assistant, International Exchange Office University Paris 1 Panthéon Sorbonne	Paris, September 2005- May 2006
Marketing Research Intern Cegos	Issy-les-Moulineaux, July 2005- August 2005
Youth Coordinator, International Exchange Programs CEI-Club des 4 vents	France, England, Malta, Summers 2001-2004

Education

Harvard Extension School , 1 class: Writing for Public Relations and Marketing	Cambridge, MA, Dec. 2010
MBA , Clark University Graduate School of Management	Worcester, MA, May 2007
MA, International Trade , Paris 1 Panthéon Sorbonne	Paris, France, June 2006
BACHELOR in Economics , Sorbonne/ Université du Québec à Montréal	France/Canada, June 2004

Skills

- Fluent in French
- Youth Camp and Child Worker Certificate (2003, France)
- Intermediate skills with Adobe Premiere Pro, experienced with WordPress
- Experienced with video advertising platforms (Adaptv, Brightroll and Liverail)
- Campaign management; knowledge of Google Analytics and Google tracking
- Experienced with rank tracker, search engine page rankings and social media reports
- Advanced knowledge of Excel (Vlookup, pivot tables and charts)
- General knowledge of html

OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR
DIANE M. MAHON, VICE CHAIR
DANIEL J. DUNN
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

April 29, 2015

Yawa Degboe
80 Margaret Street
Arlington, MA 02474

Re: Appointment: Human Rights Commission

Dear Ms. Degboe:

As a matter of the standard appointment procedure, the Board of Selectmen requests that you attend a meeting of the Board of Selectmen at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, May 11th at 7:00 p.m.

It is a requirement of the Board of Selectmen that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Mary Ann or Fran at the above number.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka" followed by a small flourish.

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Approval: Draft Liquor License Suspension Decision

Summary:

Douglas W. Heim, Town Counsel

a) Menotomy Beer & Wine, Inc.

80 Broadway, Mary Parent, Manager

b) Sagar Restaurant Corp., d/b/a Punjabi Tadka

444 Massachusetts Ave., Anil Kumar, Manager

ATTACHMENTS:

Type

Description

☐ Reference Material

Draft Violation Decisions for approval

OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR
DIANE M. MAHON, VICE CHAIR
DANIEL J. DUNN
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TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

DECISION of the LOCAL LICENSING AUTHORITY

Licensee:	Sagar Restaurant Corp. Anil Kumar, Manager
Licensed Premises:	444 Massachusetts Avenue (Punjabi Tadka)
License No.:	003000019
License Type:	Restaurant Liquor License (Sale of Alcoholic Beverages to be Consumed on the Premises)
Expiration Date:	December 31, 2015

On April 27, 2015, after proper notice and hearing, the Town of Arlington Board of Selectmen, in its capacity as local liquor licensing authority ("LLA"), unanimously voted to order suspension of the above-referenced license for three consecutive (3) days beginning on the same day of the week that the violation was committed (a Thursday) in June of 2015, the specific date to be designated by the Licensee and reported to the Board staff, but to be completed by no later than June 30, 2015. Further, Licensee is required to have all alcohol-serving staff complete TIPS training, and develop an internal training alcohol service program for future use before their suspension is completed. In

accordance with G.L. c. 138, § 23, the LLA hereby provides this statement of reasons for its action.

Procedural History. The Arlington Police Department (“Department”), as the duly appointed agent for the LLA, conducted alcohol compliance checks on January 22, 2015 and March 12, 2015. The Department later notified the LLA of the results of those operations, including advising the LLA of those licensees which failed the compliance check. In accordance with G.L. c. 138, § 23(4), the Board convened a hearing on April 27, 2015, at approximately 6:30 p.m. to consider the March 12, 2015 failure reports. The licensee was notified of the hearing by certified letter dated March 25, 2015, and acknowledged receipt of same.

Questions Presented.

- (1) Did a violation of the state liquor law occur on the above-referenced licensed premises on or about March 12, 2015, by the sale or delivery of alcoholic beverage(s) to one or more underage persons?
- (2) If so, what action, if any, will the LLA take concerning the above-referenced license as a result?

Evidence. The following documents were accepted and made part of the record:

(A) Arlington Police Department Incident Report #15005677/1 (March 12, 2015).

The following witnesses appeared and testified:

- (1) Inspector Stephen Porciello, Arlington Police Department
- (2) Anil Kumar, Owner/Manager of Punjabi Tadka

Findings of Fact. On the basis of the evidence presented at the April 27th Hearing, described above, the LLA made the following findings of fact:

1. On March 12, 2015, the Arlington Police Department, through Inspectors Stephen Porciello and Brian Fennelly, conducted alcohol compliance checks of twelve

(12) of the Town's restaurants licensed to sell alcoholic beverages for consumption on the premises under G.L. c. 138, § 12, and four (4) of the Town's licensed package stores under G.L. c. 138 § 15. Previous compliance checks had been conducted for other license holders on January 22, 2015. *Porciello Testimony; Incident Report.*

2. The compliance check was conducted in similar fashion to previous checks conducted in Arlington and in accordance with the Compliance Check Guidelines of the Alcoholic Beverages Control Commission. *Porciello Testimony.*

3. As part of this compliance check, two underaged operatives were sent into each establishment with no identification. The operatives attempted to purchase alcoholic beverages in each establishment. At the Licensed Premises on March 12, 2015, the two operatives ordered, and were each served bottles of Coors Light beer by a man working at the bar, later self-identified as Ghan Shyam to the Inspectors. The operatives paid for the beers and received change along with a receipt identifying a server as "Ajay." The operatives did not consume the beverages, but left the restaurant to return with the Inspectors and notify the server of the violation. *Porciello Testimony; Incident Report.*

4. The Licensed Premises has been in operation in the Town of Arlington and licensed to serve alcohol for approximately three (3) years and this is the first alcohol or liquor violation that has been documented. The Licensee did not dispute Inspector Porciello's rendition of the facts or the Incident Report. Owner/Manager Mr. Kumar expressed regret about the violation, promised it would not happen again, and explained that his server had been extremely busy on a day when the restaurant was not well staffed. *Kumar Testimony; Incident Report.*

5. The License Holder promised to take the TIPS training program and take additional measures to ensure that all alcohol-serving employees are sufficiently trained in preventing the service of alcohol to underaged persons. *Kumar Testimony*.

Conclusion. On the basis of the findings of fact recited above, the LLA made the following conclusions on the Questions Presented:

- (1) Did a violation of the state liquor law occur on the above-referenced licensed premises on or about March 12, 2015, by the sale or delivery of alcoholic beverage(s) to one or more underage persons?

Yes.

- (2) If so, what action, if any, will the LLA take concerning the above-referenced license as a result?

3-day license suspension for consecutive days to commence on a Thursday as selected by the Licensee on or after Thursday May 14, 2015, but to be completed before June 30, 2015, as well as a requirement that all alcohol-serving staff be TIPS trained and that the License Holder develop internal alcohol service training policies before the suspension period is concluded.

Discussion. Sections 12 and 34 of Chapter 138 of the General Laws prohibit sale or delivery of alcoholic beverages to any person under 21 years of age. G.L. c. 138, §§ 12, 34. On March 12, two underaged persons were sold alcoholic beverages by the Licensee's staff on the Licensed Premises. This sale was in violation of Chapter 138, as well as the regulations of the Alcoholic Beverages Control Commission at 204 C.M.R. 2.05(2).

The LLA has adopted a policy governing the sale of alcoholic beverages by restaurants. See Alcohol Licenses and Regulations, at Policies, Rules, and Regulations of Alcohol Licenses for Restaurants (revised January 12, 2015) ("Policy"). The Policy

provides that a first offense of serving alcohol to an underaged person will presumptively lead to a license suspension of three to five days to commence on the same day of the week as the violation. See Policy at p. 8. Among the factors to be considered in fixing the penalty are the quality of the evidence of the violation, the licensee's procedures for avoiding underage sales, efforts made to check identification, nature and circumstances of the violation, and history of violations by the licensee. Id.

Here, the evidence is uncontroverted that the violation occurred and there was no effort made to check identification of the underaged operatives. Because it was undisputed that the violation occurred, the LLA has no choice but to impose a suspension. Additionally, the LLA expressed concerns about both the sufficiency of the Licensee's current training protocols to prevent alcohol service to underaged persons, as well as its overall substantive response to the violation. Specifically, the LLA notes that none of the License Holder's staff are TIPS trained and no evidence has been provided on internal alcohol service training procedures. As such, in light of the absence of any previous violations, the LLA chooses to implement the minimum three-day suspension called for in its guidelines for a first offense, but orders the License Holder to have all alcohol-serving staff TIPS trained and for the Licensee to develop an internal alcohol service training program before the end of the suspension period. The LLA will also allow the Licensee to determine when the suspension shall begin so long as it is served on three consecutive days beginning on the day of the week when the violation was committed (a Thursday in this instance) and is completed before June 30, 2015.

Order. For the reasons stated herein, the above-referenced license is SUSPENDED for three days beginning on or after May 14, 2015, said days to be

consecutive and beginning on a Thursday, but otherwise selected by the Licensee to be completed before June 30, 2015 and reported to the Office of the Board of Selectmen in advance. Licensee is further ordered to have all alcohol-serving staff complete the TIPS training program, and develop an internal training alcohol service program for future use before the suspension is completed. This order does not affect the Licensee's Common Victualler permit, so the Licensee may remain open for serving food and non-alcoholic beverages on those days, as long as no alcoholic beverages are exposed for sale.

Dated: May 11, 2015

By:

TOWN OF ARLINGTON
BOARD OF SELECTMEN

Kevin F. Greeley, Chair

Diane M. Mahon, Vice-Chair

Daniel J. Dunn

Steven M. Byrne

Joseph A. Curro, Jr.

OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR
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730 MASSACHUSETTS AVENUE
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781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

DECISION of the LOCAL LICENSING AUTHORITY

Licensee:	Menotomy Beer & Wine, Inc. (Mary Parent, Manager)
Licensed Premises:	80 Broadway (Menotomy Beer & Wine)
License No.:	#00300046
License Type:	Package Store License
Expiration Date:	December 31, 2015

On April 27, 2015, after proper notice and hearing, the Town of Arlington Board of Selectmen, in its capacity as local liquor licensing authority ("LLA"), by vote of 4-1 to order suspension of the above-referenced license for three consecutive (3) days beginning on the same day of the week that the violation was committed (a Thursday), the specific date to be designated by the Licensee and reported to the Board staff, but to be completed by no later than July 31, 2015. In accordance with G.L. c. 138, § 23, the LLA hereby provides this statement of reasons for its action.

Procedural History. The Arlington Police Department ("Department"), as the duly appointed agent for the LLA, conducted alcohol compliance checks on January 22,

2015 and March 12, 2015. The Department later notified the LLA of the results of those operations, including advising the LLA of those licensees which failed the compliance check. In accordance with G.L. c. 138, § 23(4), the Board convened a hearing on April 27, 2015, at approximately 6:30 p.m. to consider the March 12, 2015 failure reports. The licensee was notified of the hearing by certified letter dated March 25, 2015, and acknowledged receipt of same.

Questions Presented.

- (1) Did a violation of the state liquor law occur on the above-referenced licensed premises on or about March 12, 2015, by the sale or delivery of alcoholic beverage(s) to one or more underage persons?
- (2) If so, what action, if any, will the LLA take concerning the above-referenced license as a result?

Evidence. The following documents were accepted and made part of the record:

- (A) Arlington Police Department Incident Report #15005677/1 (March 12, 2015).

The following witnesses appeared and testified:

- (1) Inspector Stephen Porciello, Arlington Police Department; and
- (2) Mary Parent, Manager/Owner of Menotomy Beer & Wine.

Findings of Fact. On the basis of the evidence presented at the March 30 hearing, described above, the LLA made the following findings of fact:

1. On March 12, 2015, the Arlington Police Department, through Inspectors Stephen Porciello and Brian Fennelly, conducted alcohol compliance checks of twelve (12) of the Town's restaurants licensed to sell alcoholic beverages for consumption on the premises under G.L. c. 138, § 12, and four (4) of the Town's licensed package stores

under G.L. c. 138 § 15. Previous compliance checks had been conducted for other license holders on January 22, 2015.

2. The compliance check was conducted in similar fashion to previous checks conducted in Arlington and in accordance with the Compliance Check Guidelines of the Alcoholic Beverages Control Commission. *Porciello Testimony.*

3. As part of this compliance check, two underaged operatives were sent into each establishment with no identification. The operatives attempted to purchase alcoholic beverages in each establishment. At the Licensed Premises on March 12, 2015, the two operatives purchased a six-pack of Samuel Adams Boston Lager without having been asked for identification by a male cashier who was subsequently self-identified to Inspectors as Mike Dadmun. The operatives paid for the six-pack and received change, but were not given a receipt. The operatives then returned with the Inspectors and informed the cashier of the violation. *Porciello Testimony; Incident Report.*

4. The Licensed Premises has been in operation in the Town of Arlington for eight (8) years and this is the first liquor violation that has been documented. The Licensee did not dispute Inspector Porciello's rendition of the facts or the Incident Report, and Owner/Manager Ms. Parent expressed embarrassment at the violation. She noted that the violation was particularly surprising in light of the cashier's experience serving alcohol in restaurants and TIPS training, and that he made the error in part because he erroneously believed he knew the operatives to be of age from past transactions. Ms. Parent noted that Menotomy Beer & Wine has a policy of requesting identification for everyone who looks under thirty-five (35) and had previously employed a more aggressive policy of requesting identification of all patrons, until older patrons

repeatedly expressed complaints. The License Holder also noted that they are committed to having all their staff and management team re-take the TIPS training course. *Porciello Testimony; Incident Report; Parent Testimony.*

5. The cashier who served the operatives is aware of the gravity of the violation and the License Holder has met with all their staff about their policies and the importance of remaining vigilant in enforcing their carding policies. *Parent Testimony.*

Conclusion. On the basis of the findings of fact recited above, the LLA made the following conclusions on the Questions Presented:

- (1) Did a violation of the state liquor law occur on the above-referenced licensed premises on or about March 12, 2015, by the sale or delivery of alcoholic beverage(s) to one or more underage persons?

Yes.

- (2) If so, what action, if any, will the LLA take concerning the above-referenced license as a result?

3-day license suspension for consecutive days to commence on a Thursday as selected by the Licensee on or after Thursday May 14, 2015, but to be completed before July 31, 2015.

Discussion. Sections 12, 15 and 34 of Chapter 138 of the General Laws prohibit sale or delivery of alcoholic beverages to any person under 21 years of age. G.L. c. 138, §§ 12, 15, and 34. On January 22, 2015, two underaged persons were sold alcoholic beverages by the Licensee's staff on the Licensed Premises. This sale was in violation of Chapter 138, as well as the regulations of the Alcoholic Beverages Control Commission at 204 C.M.R. 2.05(2).

The LLA has adopted a policy governing the sale of alcoholic beverages by restaurants. See Alcohol Licenses and Regulations, at Policies, Rules, and Regulations of Alcohol Licenses for Restaurants (revised January 12, 2015) ("Policy"). The Policy

provides that a first offense of serving alcohol to an underaged person will presumptively lead to a license suspension of three to five days to commence on the same day of the week as the violation. See Policy at p. 8. Among the factors to be considered in affixing the penalty are the quality of the evidence of the violation, the licensee's procedures for avoiding underage sales, efforts made to check identification, nature and circumstances of the violation, and history of violations by the licensee. Id.

Here, the evidence is uncontroverted that the violation occurred and there was no effort made to check identification of the underaged operatives. Because it was undisputed that the violation occurred, the LLA has no choice but to impose a suspension. With that said, the LLA took note of the License Holder's otherwise spotless record of compliance, contributions to the community, and commitment to the TIPS program. Given such a record and response at hearing, and in light of the practical economic impact of a minimum three day suspension for a package store, the LLA chooses to implement the minimum three-day suspension called for in its guidelines for a first offense and further, will allow the Licensee significant time to determine when the suspension shall begin so long as it is served on three consecutive days beginning on the day of the week when the violation was committed (a Thursday in this instance) to be completed by July 31, 2015.

Order. For the reasons stated herein, the above-referenced license is SUSPENDED for three days beginning on or after May 14, 2015, said days to be consecutive and beginning on a Thursday, but otherwise selected by the Licensee to be completed before July 31, 2015 and reported to the Office of the Board of Selectmen in advance.

Dated: May 11, 2015

By:

TOWN OF ARLINGTON
BOARD OF SELECTMEN

Kevin F. Greeley, Chair

Diane M. Mahon, Vice-Chair

Daniel J. Dunn

Steven M. Byrne

Joseph A. Curro, Jr.




Town of Arlington, Massachusetts

Presentation: Recycling Center - Pilot Project

Summary:

Charlotte Milan, Recycling Coordinator

ATTACHMENTS:

Type	Description
 Backup Material	Memorandum to Board



TOWN OF ARLINGTON DEPARTMENT OF PUBLIC WORKS

51 GROVE ST, ARLINGTON, MASSACHUSETTS 02476
TELEPHONE (781) 316-3108 FAX (781) 316-3109

May 6, 2015

Memo To: Mike Rademacher

From: Charlotte Milan, Recycling Coordinator

Re: New at DPW: Arlington Recycling Center

Dan Warren, Teresa DeBenedictis and I have worked out a plan to establish a year-long trial of a Recycling Center in the DPW yard area, near the gate and dumpster.

I will staff it for three hours, one Saturday morning per month, offsetting my weekday time. As the Center becomes established, we may be able to staff it with a volunteer or with DPW staff. We will know more about the reception of the Recycling Center once we have a few months of operations behind us.

Should the Center become a huge success, we can reconvene to discuss opening it weekly on Thursday evenings as well, when we already have administrative staff working.

Why a Recycling Center for Arlington?

There are three specific reasons to be opening a Recycling Center at this time. First, we hope that this center will reduce pressure on the twice-annual Community Collection Days, which have gotten very busy. Second, we can collect information about the demand for this service by the public. Finally, we will qualify to receive Recycling Dividends from the MA Department of Environmental Protection. These dividends are a cash payment intended to reward communities for recycling activities, as well as provide direct funding to continue to expand recycling options for our residents. The expected dividend for the coming year will be \$18,000, which will be paid to the Town by the end of CY 2015. Dividends are paid by the MA DEP annually, but the baseline activities to qualify will likely be a moving target. I expect Arlington will use the dividend funding to continue to meet that baseline and surpass it.

About Arlington's NEW Recycling Center

Initially the Center will collect foam, rigid plastic, electronic waste, books and textiles. We will weigh the collected material to be able to measure our impact on waste reduction. We will also have these additional weekend hours of access and interaction by the public, at which questions and concerns about waste and waste reduction can be addressed.

Operations and Costs

I have all the collection details worked out, and the anticipated expenses are minimal, under \$100 a month.

Opening Day

We will begin advertising the Recycling Center at Community Collection Day on Saturday, May 9. The first Saturday of operation will be June 20, 2015. The additional monthly dates will be publicized in the *2015-2016 Recycling and Trash Guide*. I will prepare a press release for the media outlets and create a Recycling Center page on the Town's website.




Town of Arlington, Massachusetts

Letter of Support - Preservation Grant - Jefferson Cutter House

Summary:

Adam W. Chapdelaine, Town Manager

ATTACHMENTS:

Type	Description
 Document for Approval	Letter

OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR
DIANE M. MAHON, VICE CHAIR
DANIEL J. DUNN
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730 MASSACHUSETTS AVENUE
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TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

Brona Simon
Executive Director and State Historic Preservation Officer
Massachusetts Historical Commission
Massachusetts Archives Building
220 Morrissey Boulevard
Boston, MA 02125

Dear Ms. Simon,

I am writing on behalf of the Arlington Board of Selectmen to offer support of the application by the Arlington Redevelopment Board, and the Arlington Department of Planning & Community Development, in collaboration with Cyrus Dallin Museum for a Massachusetts Preservation Projects Fund grant for the Town-owned historic Jefferson Cutter House. The Jefferson Cutter House is the focal point of Arlington Center, and houses the Cyrus Dallin Museum, the Arlington Chamber of Commerce, and a community room/community art gallery. The grant request for \$100,000 would help pay for expenses related to roofing, siding, gutters, foundation, and window work as recommended in a Building Assessment completed by preservation architect Wendy Fronteiro in 2014. The Town is prepared to match the grant to accomplish the work.

The Jefferson Cutter House is important to the town for its historical and architectural significance, and for its cultural importance as the Dallin Museum, which includes the Town's collection of sculptures by Cyrus Dallin.

I appreciate your consideration of the grant request for preserving this important and highly visible historic building which visitors from all over the world will enjoy.

Sincerely,

Kevin F. Greeley
Chair, Board of Selectmen



Town of Arlington, Massachusetts

NEW BUSINESS



Town of Arlington, Massachusetts

EXECUTIVE SESSION



Town of Arlington, Massachusetts

Next Scheduled Meeting of BoS May 18, 2015